

CODE OF CONDUCT

A CHILD FRIENDLY VERSION

What it means: A Code of Conduct helps all adults at SMCM understand what is expected behaviour and what is unexpected behaviour. All adults at SMCM are required to follow the Code of Conduct to keep all students safe and free from harm.

Expected adult behaviour is to:

- provide a safe environment where students are encouraged to keep trying in their learning and emotional development
- acknowledge mistakes as an opportunity for learning and developing resilience
- teach the FARM Code and demonstrate the FARM Code in their actions
- make sure that if a child is being hurt physically or emotionally, adults listen and act
- treat all children with respect
- make sure that no one is being treated differently because they are Aboriginal and Torres Strait Islanders, from countries other than Australia, speak other languages, have a disability or because of their gender
- recognise that all families and cultures are different and provide opportunities for them to celebrate their culture through events, excursions and books
- ensure all visitors to the school are checked in, identified by a lanyard and have read the code of conduct

Student actions if they feel unsafe is to talk to:

- a teacher in the class or on yard duty
- friends or a trusted adult
- Claire, Lisa, or an adult at the front desk
- Mum or Dad or family member

CHILD SAFE POLICY

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Why this is important:

At SMCM, the care, safety and wellbeing of all children and young people is a very important responsibility.

A policy helps us to understand our role in keeping children safe by outlining all of the policies, procedures, and strategies developed to keep students safe from harm, in our school environment, online and participating in activities provided by the school.

At SMCM we are committed to child safety so that all students:

- feel safe and free from any harm
- can learn in a safe environment
- are able to raise any concerns, especially when they do not feel safe
- know that adults in our school have a responsibility to care for children and young people, promote wellbeing and protect them from any harm
- know that these policies and codes of conduct are based on honest, respectful and trusting relationships between adults and children
- recognise that these policies help us to meet legal requirements
- understand that confidentiality is extremely important to all involved. This means keeping information private and only sharing information in order to protect children and keep them safe from harm. Information will only be shared with relevant staff or services.

Our commitment to the school community:

St Mary of the Cross Mackillop is a child safe school that promotes a culture of safety, wellbeing and inclusion for all children.

Our commitment to child safety:

SMCM has a Code of Conduct which is read and signed by all adults at our school. This ensures that all adults are familiar with the expected behaviours needed to keep children and young people safe.

Student voice in child safety:

Students co-created a Child Friendly 'Code of Conduct' to help others know what is acceptable and unacceptable behaviour by adults who work within our school. Visual displays around the school remind students of their right to feel safe and what to do if they ever feel unsafe in our school. Our students are involved in structured Social and Emotional Learning which helps them to develop respectful relationships as well as learn about appropriate and safe behaviours

Recording and responding to safety concerns:

Children are encouraged to raise any concerns with a member of staff, especially a staff member that they feel comfortable and safe to share their concerns with. Teachers are trained to respond to students' concerns based on the nature of what the student has shared

Employing new staff:

When staff apply to work at SMCM and if they meet the selection criteria, they are invited to meet with Claire and Lisa . This includes checking their previous places of employment for references and making sure that they understand how important child safety is at our school.

Staff professional learning

SMCM supports staff to develop their knowledge about child safety in attending professional learning about child safety every year. The staff complete online courses, have many staff meetings that refer to policies and documents about our responsibility in keeping children safe. All of the adults at SMCM know what their role is in keeping the students at SMCM safe.

Communication:

The child safe policy, code of conduct, and other related policies are posted on the school website for everyone to see.

Managing risks:

At SMCM we try to minimise the risk of harm to all students. We have training about signs to look out for to make sure children are safe and what to do when they are hurt. We have risk assessment documents that help the staff to plan when we go on excursions, sports days and camps. We use information that families give us to make sure that children who have medical conditions are cared for according to their doctor's instructions e.g. asthma, allergies.

Review:

This document is made available to all members of our community and reviewed each year by teachers and children.