



Child Safe Program

Child Safe Code of Conduct Policy and Procedures

Introduction

In the Lutheran learning communities the gospel is to "inform all programs, relationships and activities" (LCA and Its School statement). The love of God in Jesus Christ is to govern all that is done, in response to this love, people in the school community are directed to their fellow human beings. Where they love others, they love him. Christ's promise is that whatever is done for others is done for him. Informed and transformed by God's creative, redemptive and sanctifying love, God's people are concerned with the total needs of their fellow human beings.

The Child Safe Program in place at each learning community defines power as the capacity to set and care for boundaries. Boundaries are the structures which support human development within community; boundaries may be personal, communal, spiritual, psychological or physical. In Christ, there is an empowerment by the gospel to recognise boundaries and prevent their destructive crossing and to care for those who have been violated. Our responsibility of leadership is to care for professional boundaries through the establishment of structures that protect them. Structures provide for support, examination, and action to ensure that leaders, staff and students act according to boundaries that help, protect and uphold the dignity, worth and safety of each individual. (Valuing Safe Communities: Statement of values)

All children and young people who come to the Learning Community have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people. We are committed to

providing a child safe and child friendly environment, where children and young people are safe and feel safe, and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

The Learning Community regards its child safety responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the Learning Community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

Yirara College, a culturally diverse community, strives to develop living skills, worldviews and Christian faith, enabling people to respect and live out their spiritual and cultural identities.

We believe that the gifts of love, forgiveness and salvation through Jesus Christ transcend all cultural barriers.

Yirara College Board has approved the Child Safe Code of Conduct.

Statement of Commitment to Child Safety

All children and young people who come to Yirara College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and can actively participate in decisions that affect their lives.

We have zero tolerance for abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and is committed to providing the necessary resources to maintain a child safe culture and ensure compliance with all relevant child safe organisation and child protection laws and regulations.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

Purpose

This Policy and its Procedures outline:

- expected standards of behaviour, relevant to child safety, towards students for all adults in all College environments; and
- the College's expectations for compliance.

It helps to protect students from harm, reduce opportunities for abuse or other harm to occur, and promote child safety in the College environment.

It also provides guidance on how to best support students and how to avoid or better manage difficult situations.

We also have a **Staff and Student Professional Boundaries Policy and Procedures** that provides detailed guidance for Staff, Volunteers and Contractors, no matter their age, on how to maintain professional boundaries with students.

Scope

The Child Safe Code of Conduct applies to all adults in the College community. This means that if you are aged 18 or over and are:

- the Principal
- a Senior Management member
- a College Board member
- a staff member (including non-teaching Staff and temporary or casual Staff)
- a Volunteer
- a Contractor (including an External Education Provider)
- a teaching student on placement at the College
- a Visitor (including a parent/carer or other adult family member of a student who is at the College or attending a College event)

this Policy and its Procedures apply to you.

We refer to everyone in this list together as the "College Community".

The Child Safe Code of Conduct applies in all College environments. College environments include physical and online environments, and on-site and off-site College grounds (e.g. camps and excursions, and interstate and overseas travel).

The Child Safe Code of Conduct does not apply to students who are volunteering with, coaching or tutoring younger students at the College. If you are a student, you must instead comply with the Student Code of Conduct and other relevant College policies.

Roles and Responsibilities

As an adult member of the College Community, you are responsible for promoting the safety and wellbeing of students by following this Policy and its Procedures.

Policy Statement

The Child Safe Code of Conduct

1. As an adult member of the College Community, you **must** comply with the following Child Safe Code of Conduct.

DO:

- Comply with the College's child protection policies and procedures.
- In relationships with students, maintain professional boundaries that apply to your roles and responsibilities at the College at all times (for example, if you are a staff member, Volunteer or Contractor, you must follow the [Staff and Student Professional Boundaries Policy and Procedures](#)).
- Comply with any additional guidelines published by the College with respect to child safe behaviours.
- Take all reasonable steps to protect students from harm.
- Provide supervision for students that is appropriate for their age and developmental stage.
- Treat all students with respect, regardless of race, gender identity, sexual orientation, language, religion, political views, culture, disability, or other status.
- Actively encourage the participation and empowerment of all students, including students with disability, culturally and linguistically diverse students, Aboriginal and Torres Strait Islander students and students with other vulnerabilities, by listening to their ideas, values and contributions.
- Intervene when students are engaging in inappropriate, humiliating, vilifying or bullying behaviour towards others.
- Interact with students in an open and transparent way.

- Build trust with students by taking any child safety incidents, concerns and reports made by them seriously.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.
- Where an allegation of abuse or other harm is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Report any child safety incidents or concerns to the Principal or a College Child Safe Officer, and meet any additional legal obligations to report abuse or other harm externally.
- Report any breaches of this Child Safe Code of Conduct to the Principal or a College Child Safe Officer.

DO NOT:

- Engage in, or ignore others engaging in, any form of inappropriate behaviour towards students or expose students to behaviour that has the potential to cause harm (including physical, psychological or emotional harm).
- Engage in prejudicial or oppressive behaviour, or use inappropriate language with students.
- Discriminate against any student on the basis of characteristics that are protected in anti-discrimination legislation or express personal views that support or promote such discrimination.
- Engage in discussions with, or in the presence of, students that could be construed as inappropriate (for example asking questions of a personal nature or discussing illicit matters such as sex, drugs or alcohol other than in an educational context).
- Engage in any form of sexual conduct with a student including any form of grooming behaviour, making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical contact or behaviours, including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical force to punish or discipline a student (other than Restraint of Students Policy).
- Engage in inappropriate supervision in changerooms, bathrooms and accommodation (for example, on camps). In particular, male adults must not enter female changerooms, bathrooms or accommodation and female adults must not enter male changerooms, bathrooms or accommodation, except in an emergency.

- Initiate or develop a relationship with any student that has, or can be misinterpreted as having, any basis other than a professional basis (for more information, refer to the **Staff and Student Professional Boundaries Policy and Procedures**).
- Initiate or develop a 'special' relationship with a students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in private meetings or activities with a student (other than a student who is your own child):
 - without the College's and/or the students' parents/carers' knowledge and approval; or
 - when there is no other adult present

(for more information, refer to the **Staff and Student Professional Boundaries Policy and Procedures**).

- Engage in personal communications with a student using electronic or digital media (for more information, refer to the **Staff and Student Professional Boundaries Policy and Procedures**).
- Take or publish (including online) photos, video and/or audio recordings of a student without College, student and/or parent/carer consent.
- Post identifying information about a student online unless it is necessary for the College's activities and with consent from the student and/or their parents/carers. Identifying information includes things such as the student's full name, age, e-mail address, telephone number, residence, school or details of a club or group that they may attend.

2. Certain members of the College Community (for example, staff members working as psychologists at the College) may have other professional or occupational codes of conduct that regulate their profession or occupation. If this applies to you, you **must also** comply with these codes of conduct. If you consider that there is a conflict between your professional or occupational code of conduct and the Child Safe Code of Conduct in a particular matter, you **must** follow the **Procedures** below.

Agreement to Child Safe Code of Conduct

1. If you are a staff member or a Direct Contact or Regular Volunteer, you **must** acknowledge in writing or electronically/online that you have read, understood and agree to adhere to the Child Safe Code of Conduct prior to commencing work at College.
2. The Child Safe Code of Conduct forms part of the contract between the College and any Direct Contact and Regular Contractors. Therefore, if you are a Direct Contact or Regular Contractor, you are

deemed to have agreed to adhere to the Child Safe Code of Conduct on signing the contract or on commencing work at the College.

3. If you are a parent/carer, the College provides you with a copy of the Child Safe Code of Conduct on enrolment, and you **must** acknowledge in writing or electronically/online that you have read, understood and agree to adhere to it.

Breaches of the Child Safe Code of Conduct

1. The College considers any breach of the Child Safe Code of Conduct to be a child safety incident. As a result, if you are a staff member or a Direct Contact or Regular Volunteer/Contractor, you **must**:

- report all breaches of the Child Safe Code of Conduct internally to the College, following the **Procedures** set out below
- report any breach that meets the threshold for external reporting to the relevant external authority, following the **Responding to and Reporting Child Safety Incidents or Concerns Policies and Procedures** section of the Child Safe Program.

2. If, in good faith, you make an internal report alleging a breach of the Child Safe Code of Conduct, the College will protect you from victimisation or other adverse consequences.

3. The College will apply appropriate consequences to College Community members who breach the Child Safe Code of Conduct, as set out in **Breach** below.

Procedures

Agreement to Adhere to the Child Safe Code of Conduct

Signature within employment agreements.

Other Professional or Occupational Codes of Conduct

If you must comply with a professional or occupational code of conduct and you consider that there is a conflict between that code of conduct and the Child Safe Code of Conduct in a particular matter, you **must**:

- seek advice from your professional or occupational regulatory body and/or a Child Safe Officer; and
- advise the Principal or the Head of Boarding of your proposed course of action.

Report Any Concerns

If you are concerned that a child, young person or student aged 18 or over is in immediate danger, call the Police on 000.

Any person, including all College Community members, parents/carers and students, can at any time contact Territory Families if they have a reasonable belief that a child is being, or has been, subjected to any form of abuse or other harm.

You can report to Territory Families by telephoning the Child Protection Hotline (Territory Families Central Intake Team) 1800 700 250, 24 hours per day, seven days per week.

Staff, Volunteers and Contractors

If you are a staff member, Volunteer or Contractor and you witness or suspect a breach of the Child Safe Code of Conduct, report this to a Child Safe Officer or the Principal as soon as possible.

If the breach involves the Principal, report this to the Chair of the Board by emailing John Proeve at jde.proeve@gmail.com.

A breach of the Child Safe Code of Conduct could involve the abuse or other harm of a child, young person or student aged 18 or over. For information about how to identify key indicators of abuse or other harm, refer to **Definitions and Key Indicators of Abuse and Other Harm**.

Reporting internally does not replace other legal and policy obligations that you may have. In addition to the above, you must also follow all responding and reporting obligations that apply to you.

Depending on the circumstances, these obligations may include:

- reporting to Territory Families
- reporting to the Police
- taking steps to protect students from future risks of abuse or other harm, where those steps are within your power or responsibilities to take (to meet your duty to protect obligations)
- reporting teacher misconduct to the Teacher Registration Board of the NT
- providing information to other external agencies.

These are explained in the **Responding to and Reporting Child Safety Incidents and Concerns Policies and Procedures**.

Students

Students at the College and boarding students at the Boarding House who are the victim of or who witness or suspect a breach of the Child Safe Code of Conduct can:

- disclose this to a College Child Safe Officer
- disclose this to any other staff member, Volunteer or Contractor. This might be done:
 - verbally
 - in writing
 - through electronic means (such as email)
 - indirectly (such as in written assignments, in artworks or in any other way)
- disclose this anonymously, using the College's anonymous feedback box, which is located Student Services office
- contact Office of the Children's Commissioner: Northern Territory 1800 700 250.

For more information, students can refer to the child-friendly version of the **Complaints Management (Child Safe) Policy and Procedures**, available on request, which explains these different pathways.

Parents/carers, family members or other College Community members

Parents/carers, family members and other community members who witness or suspect a breach of the Child Safe Code of Conduct can contact:

- the Principal, who is the College's Senior child protection Officer, by phoning 08 8950 5644 or emailing wesley.meurant@yirara.nt.edu.au
- the Boarding House's Boarding School Senior Child Protection Officer by phoning 08 8950 5644 or emailing olene.harrison@yirara.nt.edu.au or jed.delaine@yirara.nt.edu.au
- if the concern relates to the Principal, the Chair of the Board by emailing John Proeve at jde.proeve@gmail.com.

Communications will be treated confidentially on a 'need to know' basis.

Implementation

The Child Safe Code of Conduct is published on our public website.

The Child Safe Code of Conduct is made available to employed staff members through the College's Intranet. The College provides a copy of the Child Safe Code of Conduct to all Staff, relevant Volunteers and relevant Contractors at induction, or otherwise prior to them commencing work at the College.

Training about the Child Safe Code of Conduct is included in induction and annual refresher training for employed staff members, as well as relevant Volunteers and Contractors.

Employed staff members, relevant Volunteers and relevant Contractors, and parents/carers sign an agreement to adhere to the Child Safe Code of Conduct as set out in this Policy and its Procedures.

The College has developed, in consultation with its students, Child Friendly Child Safe Code of Conduct, a child-friendly version of the Child Safe Code of Conduct that the College provides to all students.

Breach

If you are a staff member, Volunteer or Contractor and you breach this Policy and its Procedures, the College can investigate your conduct. You could face disciplinary action, such as (depending on the severity of the breach):

- attending remedial education
- attending counselling
- increased supervision
- the restriction of duties
- appointment to an alternate role
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

You could also face civil or criminal penalties.

If you are another member of the College Community and you breach the Child Safe Code of Conduct, the College will take appropriate action. This could include making a report to Territory Families or the Police if your conduct meets the required threshold for reporting.

Definitions

Definitions of particular terms used in this Policy and its Procedures can be found in **Child Safe Program Definitions** and **Definitions and Key Indicators of Abuse and Other Harm**.

Source of Obligation

- Education Act 2015 (NT), sections 4 and 125

- Non-Government School Registration Standards, Standards 2.3 and 8
- National Principles for Child Safe Organisations, Principle 1

Related Policies

- [Child Safe Policy](#)
- [Staff and Student Professional Boundaries Policy and Procedures](#)
- [Student Child Safe Code of Conduct Policy and Procedures](#)
- [Complaints Management \(Child Safe\) Policy and Procedures](#)
- [Mandatory Reporting to Territory Families Policy and Procedures](#)
- [Working with Children Clearance \(Ochre Card\) Policy and Procedures](#)
- [WWC Clearances \(Ochre Cards\) Procedures for Staff](#)
- [Risk Management \(Child Safe\) Policy and Procedures](#)
- [Record Keeping \(Child Safe\) Policy and Procedures](#)
- [Compliance, Review and Improvement \(Child Safe\) Policies and Procedures](#)
- [Child Safe Program Definitions](#)
- [Definitions and Key Indicators of Abuse and Other Harm](#)

Related Documents

Not Applicable

References

- Registrar Non-Government Schools, [Non-Government School Registration Standards](#)
- Teacher Registration Board of the Northern Territory, [Managing Professional Boundaries: Guidelines for Teachers](#)

Policy Administration

Status	Document Owner	Approver(s)	Approval Date	Version Number	Last Reviewed	Review Frequency	Next Review Date
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