

Safeguarding Code of Conduct



Safeguarding Code of Conduct for Children

Calvin Christian School Staff will

- do our best to make sure that you are safe from harm;
- wear a uniform and/or a name badge, so you know who we are;
- supervise you while you are at Calvin Christian School;
- ask permission in writing from your parents before we:
 - take you on an excursion;
 - arrange overnight stays or camps; and/or
 - provide transport for you.
- ask you and your parents if it's ok to take pictures of you;
- not babysit you, visit you at your home or give you gifts;
- not call, text or email you or contact you on social media unless the Principal gives us permission;
- give you guidance that is fair, respectful and appropriate to your age and background; and
- help you and other children if you feel unsafe, uncomfortable or upset.

Responsibilities of Children at Calvin Christian School

When you are involved in activities of Calvin Christian School, you also have some responsibilities. These include:

- telling a staff member or parent if you feel unsafe, upset or uncomfortable;
- treating other children and adults with respect;
- following the rules of the activity, event or program;
- listening to others and being kind; and
- asking staff if you need to leave the activity.

Safeguarding Code of Conduct for Young People

The Responsibility of Calvin Christian School Staff

Calvin Christian School staff have a Staff Code of Conduct that we must follow. This aims to make sure that you are protected from harm and that our activities, events and programs are enjoyable and worthwhile for all participants. The Staff Code of Conduct includes the following:

- Calvin Christian School Staff do our best to make sure that you are protected from harm;
- Calvin Christian School Staff will wear a uniform and/or will have an appropriate name badge when on duty;
- Calvin Christian School Staff will supervise program participants effectively;
- Calvin Christian School Staff must make sure that staff to young people ratios are maintained. (Please check with us if you are unsure what is meant by ratios);
- Calvin Christian School Staff are not allowed to exceed our position description details. This means that we cannot be employed for babysitting or visit you at your home. We are not allowed to connect with you through social media, online game rooms, email or text without the permission of the Principal;
- Calvin Christian School Staff must use guidance strategies that are fair, respectful and appropriate to your age and background; and
- Calvin Christian School Staff are required to report and respond to any incidents of abuse or neglect towards children or young people who participate in our activities, events or programs.

Parent permission must be given in writing before we can:

- take you on an excursion;
- arrange overnight stays or camps;
- provide transport to another location;
- will not take photos of you without permission from you or your parents.

The Responsibility of Young People at Calvin Christian School

When you are involved in activities of Calvin Christian School, you also have some responsibilities.

These include:

- letting a staff member or parent know if you are unhappy with the way you are being treated or you don't feel safe;
- treating other participants and adults with respect;
- following the rules of the activity, event or program you are participating in;
- remember there are others in the activity, event or program. You are certainly free to choose your own friends; however, don't stop other young people from enjoying and participating in a program; and
- listen to others and respect their opinions.



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