



Practice and Behaviour Guidelines

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1. PURPOSE

The Hutchins School aims to provide students with a positive and enriching educational environment that promotes their social, physical and emotional development.

We are committed to safeguarding students in our care. Accordingly, we wish to ensure that our personnel strive for the highest possible standards with respect to safeguarding students from abuse. To that end we have developed these Practice and Behaviour Guidelines to identify and prevent behaviour that may be harmful to students in our care.

Developed to protect students engaged in our programs, these guidelines have been formally approved and endorsed by our School Board.

2. COMMITMENT

These guidelines should be read and understood in conjunction with:

- The Hutchins School [Code of Conduct](#);
- [Code of Professional Ethics for the Teaching Profession in Tasmania](#);
- the specific requirements of your role description;
- all relevant policy and procedure documents, including our:
 - [Safeguarding Children and Young People Policy](#);
 - [Responding to Child Abuse Reports and Allegations Policy](#);
- general community expectations in relation to appropriate behaviour between adults and children.

As part of the School's commitment to observing these Practice and Behaviour Guidelines, every person engaged in child-related work with the School on a paid or voluntary basis, in a teaching or non-teaching role will be strictly subjected to the requirements of the School's Code of Conduct and these Practice and Behaviour Guidelines. All such personnel will be required to sign a formal statement of commitment to these Practice and Behaviour Guidelines to acknowledge that they have read and understood them, and agree to abide by them.

A failure to follow the requirements of these Practice and Behaviour Guidelines will be dealt with in accordance with the processes outlined in The Hutchins School Code of Conduct.

SCOPE

All personnel, from our School Board and Executive to casual staff and volunteers, are required to observe and adhere to these Practice and Behaviour Guidelines.

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EXCEPTIONS

There may be exceptional situations where these guidelines do not apply, for example, an emergency situation renders a greater need for a child or young person’s safety - such as a student is not collected by a parent or carer after an excursion/school event and it is therefore safer for you to transport that student in your vehicle to the School’s boarding house or their residence.

There are certain programs such as Outdoor Education, Power of 9 and Performing Arts that in the delivery of these programs may require a tailored set of safety strategies given the nature of their work.

A key element in providing a child safe environment is **transparency**. It is crucial that as a staff member or volunteer you seek clarification from your Head of School, People Culture and Safety Team or Safeguarding Children Co-ordinator in the event that you need advice, have concerns or there is potential for your actions to conflict with these guidelines. Where possible, you must seek management authorisation prior to taking action that may potentially contravene these guidelines.

It should be noted that staff and volunteers must always act in accordance with the law.

3. DEFINITIONS

Students	Refers to a person enrolled at The Hutchins School or a person from a cooperating school that participates in educational, co-curricular or recreational programmes auspiced by The Hutchins School.
Our people/personnel	The term our people or personnel is used to include a wide range of people who interact with students and includes but it not limited to, employees, volunteers, contractors, board members.
Safeguarding Children Program Co-ordinator	The Safeguarding Children Program Co-ordinator’s role is to develop, maintain and review all Safeguarding policies and processes, and to provide advice based on best practice principles of Safeguarding Children to all involved personnel of The Hutchins School. The Safeguarding Children Program Co-ordinator will consistently act in the best interests of the student. The Manager People, Culture and Safety is currently the Safeguarding Children Program Co-ordinator.

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4. RESPONSIBILITIES

Position	Responsibility
Executive	<ul style="list-style-type: none"> • Implement policies and procedures across the school. • Ensure personnel have access to this policy and related procedures. • Ensure all Directors, Heads of School, Heads of Faculty, managers/supervisors have access to support and advice to understand and implement procedures.
Manager People, Culture and Safety	<ul style="list-style-type: none"> • Review and update this document and supporting resources in consultation with relevant stakeholders. • Support the co-ordination of the Safeguarding Children and Young People framework and implementation. • Provide training and advice in the application of procedures.
Directors, Heads of School, Heads of Faculty, managers/supervisors	<ul style="list-style-type: none"> • Ensure the staff/volunteers under their control are aware of and adhere to the requirements of these Practice and Behaviour Guidelines.
Employees/volunteers	<ul style="list-style-type: none"> • Comply with these guidelines.

5. GUIDELINES

These Practice and Behaviour Guidelines address the major areas of interaction with the students who take part in the School's educational programs. The Hutchins school has developed these Practice and Behaviour Guidelines to help our people safeguard students from abuse or neglect.

Adhering to professional role boundaries

In undertaking professional or voluntary duties within the School, it is expected that our people act within the limits of their professional expertise and/or specified roles. Our people are also expected to model our values of **Kindness, Integrity, Compassion, Humility and Courage**.

Any person engaged in paid or voluntary child-related work at The Hutchins School:

- must not provide transportation of students unless specifically authorized for a purpose directly linked to a school programme (refer to section titled Transporting Children);
- must not engage in activities with children or young people who are students of our school outside authorised curricular or co-curricular programmes. Examples of breaching professional boundaries includes arranging to meet a student at the movies, at a sporting event, for a coffee etc;
- must not attend private social functions where students are present unless prior confirmation has verified that other parents or carers of students will be in attendance (staff should be mindful that even when attending a social in this capacity (i.e. not officially representing The Hutchins School) there may be a perception from others that you are representing The Hutchins School and therefore you should

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ensure that your actions align with the School's Code of Conduct;

- must not seek contact with children or young people outside authorised curricular or co-curricular programmes.

These guidelines do not seek to restrict interactions where a staff member has a dual role. These guidelines aim to provide standards in relation to interaction with students where dual relationships occur (e.g. a staff member's child attends Hutchins, a staff member's relative attends Hutchins or the student is a child of a family friend). When interactions and events are not sanctioned by the School, staff need to be mindful of their professional reputation and the reputation of The Hutchins School.

If any of our people become aware of a situation in which a child or young person requires assistance that is beyond the confines of that person's role, or beyond the scope of our school's usual service, they should at the earliest opportunity seek advice from their supervisor, Head of School, Deputy Headmaster or Headmaster.

This may lead to further actions such as:

- referring the matter to an appropriate support agency;
- referring the child or young person to an appropriate support agency; or
- contacting the child or young person's parent or carer.

For additional guidance refer to The Hutchins School Code of Conduct (all personnel) and the [Code of Professional Ethics for the Teaching Profession in Tasmania](#) (teachers).

Supporting a positive culture

The Hutchins School strives to ensure that students participating in the School's educational programs are aware of the acceptable limits of their behaviour so that a positive experience can be enjoyed by all. However, there are times when our people may be required to use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment; and
- the safety and/or wellbeing of children, young people or personnel participating in our educational programs.

The Hutchins School requires our people to use strategies that are fair, respectful and appropriate to the developmental stage of the children or young people involved. The child or young person needs to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

Under no circumstances are our people to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

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Language and tone of voice used in the presence of students should:

- provide clear direction, boost their confidence, encourage or affirm them; and
- not be harmful to children – in this respect, avoid language that is:
 - discriminatory, racist or sexist;
 - derogatory, belittling or negative, for example, by calling a child a ‘loser’ or telling them they are ‘too fat’;
 - intended to threaten or frighten;
 - profane or sexual.

Supervision

So that students feel safe and confident at school and on any school based excursion or tour, our people are responsible for actively supervising children and young people.

In particular our people are to take all reasonable steps to ensure that the behaviour of students remains aligned with the School Rules and that students are protected from harm.

All personnel who are responsible for supervising students at The Hutchins School are required to:

- ensure that students engage positively with our educational programs;
- ensure students behave appropriately toward one another;
- ensure so far as is reasonably practicable that students are in a safe environment and are protected from external threats;
- take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury;
- be familiar with and comply with the School's work health and safety procedures, including but not limited to excursion and tour procedures, risk assessment requirements, evacuation and lockdown procedures, injury and hazard reporting procedures;
- be punctual to class and allocated supervision; and
- remain with students at after school activities until all students have been collected. In the event that a student is not collected you should:
 - as far as reasonably possible, ask another adult to remain behind so that two adults are present;
 - contact the student's parent/carer to ascertain their whereabouts and estimated pick up time;
 - ensure that if contact cannot be made with the parent/carer or there is a lengthy estimated pickup time, escort the student to the School's boarding house so that the student can safely wait the arrival of their parent/carer (this is deemed most appropriate if you are at or near The Hutchins School);
 - ensure that if the location is not at or near The Hutchins School, transportation of the student to their home address is considered an appropriate safety measure if further contact cannot be made with the parent/carer; and
 - log this on the School's **Transport Notification Form** as soon as practicably possible.

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Working alone with students

As far as is reasonably possible, all personnel are to avoid one-to-one situations with students to whom we provide services, and (where possible) conduct all activities and/or discussions with students in view of other personnel.

Strategies that should be adopted to avoid one to one situations include:

- conducting interactions in a public place, in rooms with glass for visibility and/or doors should be kept open. The more public and the more visible the better;
- having other staff members or adults present; and
- conducting activities within school hours as far as possible.

It is recognised that in the conduct of professional duties, there may be situations where our people may be required to work in a one to one situation with a student (for example a school counsellor meeting with a student, Head of School, Head of Faculty or similar meeting with a student in relation to a confidential matter, matron caring for a sick student, tutoring of a student, solo music tuition). In such situations our people are required to follow the School's policy and procedures including but not limited to the Code of Conduct, Code of Professional Ethics for the Teaching Profession and these guidelines. Such situations are documented in our risk register along with the risk control measures that have been implemented.

When a situation arises and strategies to avoid one to one situations are not reasonably practicable, our people must ensure the following is undertaken:

- Have previously discussed arrangements with their Head of School or Director of Sport (for co-curricular activities).
- Communicate through the School authorised system, do not use private emails or private phones to make arrangements.
- Ensure parent/carer consent prior to the activity taking place (as far as reasonably practicable. This requirements does not apply to school counsellors in fulfilling their counselling role).

Physical contact with children and young people

Any physical contact with students must be appropriate to the delivery of our educational programs such as demonstrating the correct technique in dance or in a sporting context, holding the hand of student in the early years when crossing a road and based on the needs of the child or young person (such as to assist or comfort a distressed young person) rather than on the needs of a staff member or volunteer.

Under no circumstances should any of our personnel have contact with children or young people participating in our educational programs that:

- involves touching:
 - of genitals
 - of buttocks

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- of the breast area (female children)

Other than that as part of delivering medical or allied health services;

- would appear to a reasonable observer to have a sexual connotation;
- is intended to cause pain or distress to the child or young person – for example corporal punishment;
- is overly physical – for example, wrestling, horseplay, tickling or other roughhousing;
- is unnecessary – as is, for example, assisting with toileting when a child does not require assistance;
- is initiated against the wishes of the child or young person, except if such contact may be necessary to prevent injury to the child/young person or to others, in which case:
 - physical restraint should be a last resort;
 - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the child or young person to prevent harm to themselves or others;
 - the incident must be reported to management as soon as possible.

Our people are required to report to management any physical contact initiated by a child or young person that is sexual and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the child or young person, our personnel and any other participants.

Sexual misconduct

Under no circumstances is any form of ‘sexual behaviour’ to occur between, with, or in the presence of, children or young people participating in any of our educational programs. Engaging in sexual behaviour while participating in our service is prohibited even if the young persons involved may be above the legal age of consent.

‘Sexual behaviour’ needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- ‘contact behaviour’, such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution; and
- ‘non-contact behaviour’, such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

Use of electronic communications

When communicating with students to whom we provide educational services:

- Restrict such communication to issues directly associated with delivering our educational programs, such as advising that a scheduled event is cancelled, feedback in relation to school work.
- Limit the personal or social content in such communications to what is required to convey the service-related message in a polite, friendly manner. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature.

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- Do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact.
- Do not request a child or young person to keep a communication a secret from their parents/carers. Do not communicate with children or young people using internet chat rooms or similar forums such as social networking sites, game sites or instant messaging.

Beyond this, electronic communication, for example email, text messages sent to a child or young person should be copied to their parent or carer.

Our people and the students to whom we deliver our educational programs, are required to follow our [Computer, Network and Internet Services Acceptable Use Guidelines and Agreement for Staff](#) in relation to browsing websites on our organisation's computers.

Our people are required to ensure appropriate monitoring of students when they use our school's electronic communication equipment to ensure that they do not inadvertently place themselves at risk of abuse or exploitation via social networking sites, gaming sites or through web searches, or inappropriate email communication.

Social media

Social media networking sites created and authorised by The Hutchins School for educational purposes are the only social media networking sites that may be used for communications between our personnel and children and young people.

Our people are required to follow our [Social Media Policy](#).

It is a requirement that our people are not friends with current students on social media sites such as, but not limited to, Facebook.

Where our people identify a need for communication through social media with current students, a school endorsed social media group or page can be implemented – refer to our Marketing and Communications Team for assistance. Where a staff member has a son attending The Hutchins School they may be 'friends' with their son but not other current students.

Photographs of children and young people

The Hutchins School permits photography in accordance with the following:

- Students to whom we deliver educational programs may be photographed while involved in our educational or cocurricular programs, if:
 - the context is directly related to participation in our educational or cocurricular programs;
 - the child is appropriately dressed and posed; and
 - the image is taken in the presence of other personnel.
- Without parental consent, images are not to be distributed (including as an attachment to an email) to

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anyone outside our organisation other than the child photographed or their parent/carer.

- Similarly, images are not to be exhibited on our website or social media platforms without parental knowledge and approval, or such images must be presented in a manner that de-identifies the child or young person. Any caption or accompanying text may need to be checked so that it does not identify a child or young person if such identification is potentially detrimental. Note: The Hutchins School seeks parent/carer permission in relation to publishing photos of students on an annual basis. Parent/carer permission can be viewed on our student information system (Synergetic) and assistance can be obtained from the School's Marketing and Communications department.

Storage of photographs

- For the purpose of storing and accessing images of students taken during School activities, each staff member is expected to upload images to the Schools network (Central). When images are no longer required, it is the responsibility of the staff member to archive or delete images. Advice can be obtained from our Records Management Officer in relation to archiving and records management.
- Photographs taken of students during School activities on personal devices must only be uploaded to the Schools network (Central) as soon as practicably possible, for example, upon returning from a school excursion, tour or event. Once uploaded, images must be deleted from the personal device.

Transporting students

Students are to be transported, generally by school bus, external coach service or agreed rental vehicle, only in circumstances that are directly related to the delivery of our educational or co-curricular programs. The use of private motor vehicles is a last resort. Students should not be given casual lifts or be transported without prior authorisation.

Expectations – transporting students

Children are to be transported only with prior authorisation from the relevant Head of School or Head of Boarding (for boarders) and the child's parent/carer. Gaining approval involves providing information about the proposed journey, including:

- the form of transport proposed, such as School bus, taxi, rental vehicle;
- the reason for the journey; and
- details of anyone who will be present during the journey other than our personnel who are involved in delivering our educational or co-curricular programs.

It is noted that from time to time situations arise such as a student is not collected from an offsite event which may require transportation using a private vehicle to ensure the safety of the child or young person. Specifically, transporting a student in a private vehicle is a safer option than leaving a student on their own. In these cases, the requirements described under supervision in this document (refer page 6) are to be followed.

There are situations where staff such as the School's matron is required to transport boarders to medical

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appointments using a private vehicle. Situations such as these are to be risk assessed and safety strategies agreed and signed off with the staff member.

Overnight stays and sleeping arrangements

Overnight stays are to occur only with the authorisation of the relevant Head of School and the parents/carers of the children or young people involved.

Practices and behaviour by our personnel during an overnight stay must be consistent with the practices and behaviour expected during delivery of our educational programs at other times.

Standards of conduct that must be observed by our personnel during an overnight stay include:

- providing students with privacy when bathing and dressing;
- observing appropriate dress standards when students are present – such as no exposure to adult nudity;
- not allowing children or young people to be exposed to pornographic material, for example, through movies, television, the internet or magazines;
- not leaving children or young people under the supervision or protection of unauthorised persons such as hotel staff or friends;
- not involving sleeping arrangements that may compromise the safety of students such as unsupervised sleeping arrangements, or an adult sleeping in the same bed or bedroom as a child or young person;
- the right of children to contact their parents/carers, or others, if they feel unsafe, uncomfortable or distressed during the stay; and
- parents/carers expecting that their children can, if they wish, make contact.

Change room arrangements

Our people are required to supervise students in change rooms while balancing that requirement with a child or young person's right to privacy. In addition:

- our people should avoid one-to-one situations with a child or young person in a change room area;
- our people are not permitted to use the change room area to, for example, undress, while students are present. Dedicated staff bathrooms and change facilities are provided at The Hutchins School for our people;
- our people need to ensure adequate supervision in 'public' change rooms when they are used;
- our people need to provide the level of supervision required for preventing abuse by members of the public, adult service users, peer service users, or general misbehavior, while also respecting a child's privacy; and
- female personnel are not to enter male change rooms and male personnel are not to enter female change rooms.

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Use, possession or supply of alcohol or drugs

While working or volunteering, our people must not:

- use, possess or be under the influence of an illegal drug;
- use or be under the influence of alcohol;
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs; and
- supply alcohol or drugs (including tobacco) to students participating in our educational or co-curricular programs (except for wine during communion).

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with your ability to care for children involved in our educational programs.

The only exception to this standard is that alcohol may be consumed by staff at a school event which has been endorsed by the Headmaster. Personnel must model responsible consumption of alcohol.

Uniform or identity card

Our personnel should wear their uniform (where provided) and name and/or identification badge/card only while involved in the delivery of our educational and co-curricular programmes or as required by our school, such as when representing the School at designated functions or to and from work.

Giving gifts

Giving of gifts by our personnel to students to whom we provide service is subject to:

- Hutchins' Gift Policy;
- obtaining prior authorisation from the relevant Head of School;
- notifying parents/carers of any gift given; and
- the exception to this standards are items that would commonly be viewed as reward items within the classroom context, such as stickers, small gifts given to all students in the classroom (i.e. Easter, end of school year etc.).

Communication

We communicate our Practice and Behaviour requirements to all our people in the following ways;

- A copy is provided to new staff to read and sign as part of their new employee documentation (including Employment Contract, Role Description etc.).
- We remind our people of our Practice and Behaviour Guidelines regularly.
- We involve our people in reviews of our Practice and Behaviour requirements. We communicate any significant alterations to our Practice and Behaviour requirements and resources to our people.

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Monitoring and review

This document will be reviewed every 3 years, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, major organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Headmaster. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review. Revisions to this Guideline are to be endorsed by The Hutchins School Board and communicated to all 'involved personnel'.

External audit and verification based on a sample, conducted by the Australian Childhood Foundation shall occur at 3 yearly intervals.

6. LEGISLATIVE REFERENCES

Our guidelines aim to comply with relevant legislation.

- Children, Young Persons and Their Families Act 1997
- Registration to Work with Vulnerable People Act 2013

7. RELATED DOCUMENTS

- Practice and Behaviour Guidelines Commitment Statement and Commitment

9. ATTACHMENTS

10. DOCUMENT HISTORY

Version No.	Date	Changes Made
Draft	12 July 2018	Practice and Behaviour Guidelines created and submitted to ACF.
1	28 Nov 2018	Endorsed by The Hutchins School Board