



## Contractor & Volunteer Safeguarding Standards

### Catholic Schools Broken Bay (CSBB)

As a contractor or volunteer working with CSBB, we ask that you commit to upholding the highest standards of safety, respect, and integrity, as well as a shared Safeguarding responsibility.

#### ***If carrying out Child Facing Work:***

As a contractor or volunteer working with children and young people at CSBB, your conduct towards children and young people is important.

It is important to acknowledge that, if undertaking child-facing work at CSBB, you are subject to the Reportable Conduct Scheme under the *Children's Guardian Act 2019 (NSW)*. Any allegations of reportable conduct will be managed in accordance with CSBB's obligations under this legislation as a schedule 1 entity including investigations of any concerns regarding your conduct.

---

### **Unacceptable Conduct**

you must **not**:

- Engage in behaviour or use language that is inappropriate, prejudicial, oppressive, or discriminatory.
- Express personal views that promote discrimination based on age, disability, gender identity, sex, race, sexual orientation
- Engage in any sexual or intimate behaviour, innuendo, jokes, or display of sexual material.
- Humiliate, frighten, distress, or emotionally harm children and young persons.
- Communicate inappropriately with children and young persons, including any communication with a child or young person via technology or social media.
- Provide a child or young person with personal contact information, including online accounts of any nature.
- Take or share photos, videos, or recordings of children and young persons without parental/carer consent.
- Store photos of children and young persons on personal mobile devices, including those taken during school excursions or sporting events.
- Post identifying information about children and young persons online without consent or necessity.
- Ignore or fail to report suspected or disclosed abuse, grooming, or harm.
- Hold undisclosed private meetings or engage in unsupervised activities with children and young persons outside school hours.

- Use physical violence, corporal punishment, or engage in inappropriate or unnecessary physical contact or discipline.
  - Use tobacco, alcohol, or illegal drugs whilst at any CSBB site or attend any CSBB site under the influence of drugs or alcohol.
  - Show favouritism or engage in any conduct that may be perceived as grooming behaviour, including offering gifts or special treatment.
  - Perform personal tasks for children that they can do themselves (e.g. toileting, changing clothes).
- 

### **Expected Conduct**

you must:

- Treat children and young people with respect, using appropriate language and behaviour.
- Be a positive role model and maintain professional boundaries.
- Show care and compassion, even in challenging situations.
- Communicate in an age-appropriate and realistic manner.
- Ensure physical contact is avoided wherever possible. If contact is necessary, it must be child-led and appropriate to your role and responsibilities. In exceptional circumstances where a child's immediate safety is at risk, minimal and necessary restraint may be used into protect the safety of a child.
- Avoid being alone with a child or young person.
- Listen to and respond appropriately to children's views and concerns.
- Respond promptly and transparently to serious complaints involving children.
- Promptly report all complaints or concerns to school leadership.
- Maintain confidentiality and protect the privacy of all children and young persons, families, and staff by not sharing sensitive information without proper authority.

***Failure to abide by these standards may lead to a withdrawal of future work, engagements and opportunities.***