






## Staff Safeguarding Code of Conduct

<b>Policy Owner</b>	Chair of the Safeguarding Committee
<b>Approved Date:</b>	14 November 2024

Version Control			
<b>Next Policy Review:</b>	June 2027 As per best practice, all Wesley College child safety policies are reviewed every 2 years. However, all policies can be subject to an earlier review if deemed appropriate.		
	Signature	Name and Position	Date
<b>Approved By:</b>		Charlotte Saunders, Deputy Principal and Chair of the Safeguarding Committee	20/02/2025
<b>Endorsed By:</b>		Patisepa Talaimanu Chair, School Board	22/05/2025
		Jan Tasker Chair, Trust Board	19/06/2025

### OTHER APPLICABLE DOCUMENTS

<b>SUPPORT DOCUMENTS AND RESOURCES:</b>	<p>The following documentation and resources underpin or support this <b>Staff Safeguarding Code of Conduct</b>:</p> <ul style="list-style-type: none"> <li>▪ Safeguarding and Child Protection Policy and Procedures</li> <li>▪ Student Code of Conduct</li> <li>▪ Board MoE Code of Conduct</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Incident Form and Incident Form Body Maps</li> <li>▪ Police Vetting Database</li> <li>▪ Policy Review Schedule</li> </ul>
<p><b>OTHER APPLICABLE POLICIES AND PROCEDURES</b></p>	<p>The following policies and procedures align with this <b>Staff Safeguarding Code of Conduct</b>:</p> <ul style="list-style-type: none"> <li>▪ Complaints Policy and Procedures</li> <li>▪ Disciplinary Rules and Procedures</li> <li>▪ Historical Allegations of Abuse Policy</li> <li>▪ Induction, Training and Education Strategy and Programme</li> <li>▪ Investigations Policy</li> <li>▪ Policy Breach Protocols</li> <li>▪ Protected Disclosures Policy</li> <li>▪ Record Keeping Policy</li> <li>▪ Recruitment, Selection and Onboarding Policy</li> <li>▪ Social Media Policy</li> <li>▪ Student Empowerment and Participation Policy</li> </ul> <p>Additional information on any of these specific points needs to be sourced directly from these policies.</p>

## GLOSSARY OF TERMS

The first time each defined term is used in this policy text, it will appear in **bold** type.

Term	Definition
<p><b>A Child / Young Person</b></p>	<p>Wesley College students reflect an age range of 12 – 19 years. As per the <a href="#">Children’s Act 2014</a> and the <a href="#">UN Convention on the Rights of the Child</a>, we recognise a child as someone aged from 0-18 years.</p> <p>We mostly recognise a child as a person under 14 years and a young person as someone aged 14 -18 years.</p> <p>However, this policy supports those aged 18 years or older when meeting additional <a href="#">Children’s Act 2014</a> definitions, and we primarily define those aged 18 or over as a young adult.</p>
<p><b>Child Abuse</b></p>	<p><a href="#">Section 2, Oranga Tamariki Act 1989</a> defines child abuse as: “child abuse means the harming (whether physically, emotionally, or sexually) ill-treatment, abuse, neglect or deprivation of any child or young person.”</p>

<b>Child protection</b>	Is the activity taken to protect those individual children/young people who are at risk of, or who are suffering from, abuse and/or neglect.
<b>Child Safe</b>	Refers to an organisational/school environment that has an open and aware culture, understands child abuse, is supported by robust safeguarding policies, promotes the empowerment and participation of children, identifies and manages child safety risks, and expects all stakeholders to report any allegations, disclosures or concerns for the safety and well-being of children. A child safe environment also ensures that children and young people are culturally safe.
<b>Contact</b>	As per the Children’s Act 2014, we recognise ‘contact’ with students as including in-person or online contact (e.g. online learning, social media, etc.) or contact via technology resources (e.g. email, phones, imagery, etc.).
<b>Conduct</b>	The manner in which a person behaves, especially on a particular occasion or in a particular context.
<b>Cultural Safeguarding</b>	Cultural Safeguarding promotes the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination and more than cultural awareness and cultural sensitivity. A culturally safe environment is socially and emotionally safe, as well as physically safe for tamariki/children and rangatahi/young people. It is underpinned by shared respect, shared meaning, shared knowledge and experience, and living and working together with dignity and truly listening.
<b>Safeguarding</b>	Safeguarding means being proactive in adopting risk-reducing approaches to support and protect a person’s health, well-being and child/human rights, enabling them to live free from harm, abuse and neglect. Safeguarding also supports any concerns relating to harm, abuse and neglect that are present, being identified early and prevented from continuing or escalating via child/adult protection processes, which are part of the overall safeguarding process.
<b>Staff</b>	Wesley College defines “Staff” as any person serving, working at or representing Wesley College or our Boards. Inclusive of whether that person is in a paid, voluntary or contracted position; a permanent or temporary role, a teaching or non-teaching position. Due to the nature of being a school, it is also irrelevant whether that person is in a direct or non-direct student-facing position.
<b>Grooming</b>	Grooming is not the abuse, but more the process used by a perpetrator to manipulate a child for abuse and minimise the risk of others finding out. Perpetrators can groom all those around the child, e.g. parents, professionals, etc., as grooming is <i>“a process by which a person prepares a child, significant adults and the environment for the abuse of a child”</i> (Adapted from Gallagher’s (2000)). For example: <ul style="list-style-type: none"> <li>▪ Spending special time with a child, e.g. in private settings, away from their family or organisation, including online</li> <li>▪ Isolating the child or young person from family and peers</li> <li>▪ Giving gifts to a child</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Showing favouritism</li> <li>▪ Allowing the child to step out of boundaries or rules.</li> <li>▪ Touching the child</li> <li>▪ Testing and breaking professional boundaries.</li> </ul> <p>There is no set pattern, and some abusers may groom over a lengthy period of time. Others may continue to abuse relatively quickly. The risks of grooming are significant both on and offline.</p> <p>Source: Adapted from Child Wise Definitions of Child Abuse</p>
Well-being	<p>Well-being represents the whole person, their physical health, development and safety, their psychosocial and emotional development, their social development and behaviour, and their cognitive development and educational achievement. Well-being also includes the welfare of that person.</p>

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## 1. OUR COMMITMENTS

<b>A. Our Special Character</b>	<p>This policy upholds our Special Character:</p> <ul style="list-style-type: none"> <li>▪ We are Christian in practice.</li> <li>▪ We are Methodist in ethos.</li> <li>▪ We are accepted as we are.</li> <li>▪ We are called to be the people of God and to do God’s work.</li> <li>▪ We belong to the Wesley College family and the family of God.</li> </ul>
<b>B. Methodist Ethos</b>	<p>This policy upholds our Methodist Ethos in:</p> <ul style="list-style-type: none"> <li>▪ Treasuring our Christian heritage and learning to express it relevantly. This includes religious observances.</li> <li>▪ Openness to the future and to new insights, experiences and people.</li> <li>▪ Support for values that respect the integrity of persons and communities.</li> <li>▪ Consideration of the needs of others, especially the marginalised.</li> <li>▪ Use of language and images that are inclusive and which express equality.</li> </ul>

	<ul style="list-style-type: none"> <li>Provision of safe environments in which students can learn to live and work together in harmony.</li> <li>Opposition to cultures of violence and to systems of domination and exclusion.</li> <li>Processes for dealing with conflict, harassment, abuse and violation.</li> </ul>			
<p>C. Te Tiriti O Waitangi / The Treaty of Waitangi</p>	<p>The Methodist Church of New Zealand - Te Haahi Weteriana o Aotearoa is a Treaty-based Church that expresses its governance in a bi-cultural, power-sharing partnership between Te Taha Māori and Tauwiwi.</p> <p>Wesley College has an obligation and a commitment to develop policies and practices that reflect New Zealand’s dual cultural heritage and expects all students, staff and its community to embrace and promote inclusivity, including the rights and responsibilities accorded by <a href="#">Te Tiriti o Waitangi/Treaty of Waitangi</a>. Wesley College is committed to Ka Hikitia.</p>			
<p>D. Our Vision</p>	<p>When service is my well-being, my well-being is served.</p>			
<p>E. School Motto</p>	<p>Fide By Faith</p>	<p>Litteris By Learning</p>	<p>Labore By Hard Work</p>	
<p>F. Kairangi / Values</p>	<p>Family</p>	<p>Respect</p>	<p>Excellence</p>	<p>Responsibility</p>
	<p>These values form the foundations of our commitment to cultural safeguarding.</p>			
<p>G. Diversity, Equality and Inclusion</p>	<p>Wesley College is proud of the diverse communities it represents and believes that a balanced and inclusive approach to working with and for the community results in a just experience for all. Our Methodist special character is at the forefront of all we do. We seek to achieve equitable outcomes for all students. We ensure equal opportunities and provide inclusive and equitable means for all students to participate in and succeed in the full range of school activities. In addition, the College will adopt policies and practices that identify and cater for the individual needs of each student in the School.</p>			
<p>H. To Child Safety</p>	<p>Wesley College provides educational and residential boarding services for approximately 250 rangatahi (youth) aged between 13 and 19. Wesley College is committed to creating a “Safe Environment” and to ensure the well-being of everyone under Wesley College’s care. Therefore, Wesley College has a zero-tolerance stance on <b>child abuse</b> and neglect as part of our commitment to</p>			

a holistic approach to **safeguarding**. Wesley College takes all reasonable steps to ensure the welfare and well-being of our rangatahi remains our priority.

Aotearoa/New Zealand has significantly high levels of child vulnerability, abuse, and neglect, and these **child safety** risks do not discriminate. They can be relevant to personal, professional and community environments. Our history has evidenced Wesley College as not being immune to these risks. Hence, we are committed to applying our learnings and strengthening our child safeguarding and protection processes and creating a culture that safeguards everyone, **children/young people**, whaanau/family, **staff** and the College.

We seek to advocate and uphold our rangatahi's rights to safety and protection and empower their voice and participation in our safeguarding journey. This includes us creating safe channels and environments to support our rangatahi, whaanau and staff in speaking up and speaking out on any child safety complaints or concerns. Wesley College commits to providing designated safeguarding staff and to operating above legislative requirements by leading safeguarding and **child protection** best practices in all our undertakings.

## 2. PURPOSE

The purpose of this Staff (as defined by Wesley College) Safeguarding Code of Conduct is to confirm Wesley College's expectations of staff in maintaining professional boundaries and safe conduct and behaviours when supporting or in the vicinity of students or other children and young people.

## 3. SCOPE

This policy reflects how Wesley College recognises child safeguarding and protection as accountable practice and provides a role, conduct and behaviour framework for all staff, including Board personnel, to demonstrate safe practices when engaging with or in the vicinity of students or other children and young people.

All staff are responsible for the safety and well-being of all students. All staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with all Wesley College students. Hence, our code of conduct requirements apply to:

- All staff representing the College. Inclusive of whether that person has direct or indirect **contact** with students and whether that person is in a paid, voluntary or contracted role.
- All our programmes, services and environments, including those utilising online platforms or E-Technology.

This Code and our Child Safeguarding and Protection Policy and procedures are primarily in place to support students, their whaanau and other College stakeholders. However, where applicable, conduct requirements do apply to all those engaging with Wesley College, e.g., students, families and other stakeholders.

## 4. PRINCIPLES

The requirements of this Code reflect child safety best practices and are designed to further support the College in creating and embedding a safeguarding culture. A culture that safeguards everyone,

students, staff and the school.

- Us taking every measure possible to ensure Wesley College is a safe school with zero tolerance for **child abuse**.
- Promoting child and human rights, including rights to well-being, safety and protection.
- Demonstrate positive practice expectations that uphold appropriate personal and professional boundaries.
- Considering and respecting the diverse backgrounds and needs of Wesley College students.
- Being legally compliant and, where possible, exceeding these requirements with child safety best practices.
- Providing students with positive role models who uphold their Position of Trust.
- Creating an environment that promotes and enables students' participation and is welcoming, culturally respectful and inclusive for all students and their families
- Applying our responsibility to report child abuse concerns to **child protection** services.
- Demonstrating **safeguarding** as a shared responsibility and our commitment to having a safeguarding culture.

## 5. LEGISLATION AND GUIDANCE

Under the [United Nations Convention on the Rights of the Child 1989 \(UNCRC\)](#) and the [Human Rights Act 1993](#), all people have the right to safety and protection from risks of harm, abuse and neglect. We take the implementation and advocacy of these rights seriously and seek to demonstrate best practices for child safety.

Hence, Wesley College is taking every step possible to exceed New Zealand's [Children's Act 2014](#) institutional safety check and child protection policy requirements and the Education and Training Act 2020 and the subsequent Education and Training Amendment Act 2023, which further support these requirements, by implementing and operating to the globally recognised Australian [10 Child Safe Organisation Principles](#). However, we do so in a manner that is tailored to Aotearoa and incorporates the recommendations from [New Zealand \(NZ\) Abuse in Care Royal Commission of Inquiry, final report - Whanaketia – Through Pain and Trauma, from Darkness to Light](#) (July 2024).

Our child safeguarding and protection requirements are also informed by various New Zealand and International Acts noted below and expanded further in **Section 1 of our Safeguarding Code of Conduct Procedures**.

Other New Zealand legislation and guidance underpinning our child safety practices and safeguarding culture includes but are not exclusive to:

- [Australian 10 CSO Principles](#)
- [Crimes \(Child Exploitation Offences\) Amendment Act 2023](#)
- [Crimes Act 1961](#)
- [Education \(Hostels\) Regulations 2005](#)
- [Education and Training Act 2020](#)
- [Education and Training Amendment Act 2023](#)
- [Employment Relations Act 2000](#)
- [Family Violence Act 2018](#)

- [Harmful Digital Communication Act 2015](#)
- [Health and Safety at Work Act 2015](#)
- [NZ Abuse in Care Royal Commission Inquiry Recommendations](#)
- [Oranga Tamariki Act 1989](#)
- [Te Tiriti o Waitangi / Treaty of Waitangi](#)
- [The Privacy Act 2020](#)
- [The Teaching Council Rules 2016](#)

## 6. DIVERSITY, EQUITY AND INCLUSION

As noted in the International [Human Rights Act 1993](#) and the [United Nations Convention on the Rights of the Child 1989 \(UNCRC\)](#), all staff are to protect the well-being of all students regardless of ethnicity, age, gender and background. The College asserts that all students have equal rights to protection from abuse and exploitation regardless of their gender, race, religion, political beliefs, age, physical or mental health, sexual orientation, family and social background, and culture or economic status.

We expect all staff to demonstrate inclusivity, provide equity, embrace diversity and ensure our operations and practices uphold **cultural safeguarding**. Being a child safe school also means ensuring students are culturally safe. While cultural safeguarding promotes the positive recognition and celebration of cultures, it is more than just the absence of racism or discrimination; it is more about cultural awareness and cultural sensitivity. A culturally safe environment is socially and emotionally safe, as well as physically safe for children and young people. It is underpinned by shared respect, shared meaning, shared knowledge and experience, and living and working together with dignity and truly listening.<sup>1</sup>

## 7. SAFEGUARDING STRUCTURES

As part of our commitment to child safety, we have embedded safeguarding within our College structure that ensures we meet our objective of safeguarding being across all environments and persons. Although not exclusive, some of our key safeguarding structure developments include having a Safeguarding Committee and Designated Safeguarding Staff.

**For more information, see Section 2 of our Safeguarding Code of Conduct Procedures**

## 8. SAFEGUARDING ROLES AND RESPONSIBILITIES

At Wesley College, we regard child safety as a shared workforce responsibility. Every person has a moral, ethical, and organisational obligation to uphold our safeguarding culture, and all position descriptions have safeguarding responsibilities that integrate this Code of Conduct. These safeguarding responsibilities are held in the same regard as all other role responsibilities, are accountable practice expectations and align with our Disciplinary Policy and Procedures.

In addition to the shared safeguarding responsibilities for all staff, some staff have additional safeguarding responsibilities specific to their role (e.g., Governance, Leadership, HR), as noted in their Position Descriptions. **For more information, see Section 2A of our Safeguarding Code of Conduct Procedures**

### 8.1 Engaging Students in Our Safeguarding Culture

As a College, we seek to ensure child safety is a frequent message and are developing a Student

<sup>1</sup> Revised from An Overview of the Victorian Child Safe Standards (November 2015) -State of Victoria, Department of Health and Human Services and A Guide for Creating a Child Safe Organisation (Version 2.0 December 2015)- Commission for Children and Young People

Empowerment and Participation Policy to reflect the importance of students and, where applicable, families being encouraged and empowered to participate in all aspects of their College experiences, including child safety. **For more information, see Section 2B of our Safeguarding Code of Conduct Procedures**

### **8.2 Child Safety Induction, Training and Education:**

We have zero tolerance for abuse and neglect and make sure that staff understand their safeguarding roles and responsibilities by undertaking mandatory child safeguarding and protection training to support them in recognising any potential indicators of harm and abuse, knowing how to respond to concerns safely and how to report any concerns. As per our Child Safety Induction, Training and Education Strategy, Wesley College is committed to providing effective student safety induction and training for all new and existing staff as we strive to be a child-safe school. **For more information, see Section 2C of our Safeguarding Code of Conduct Procedures**

### **8.3 Staff Supervision, Management and Appraisals:**

As well as informal opportunities, we monitor and evaluate staff safeguarding and child protection understanding and compliance via staff supervision, management, professional development and appraisal structures and requirements.

## 9. SAFE PRACTICE

We are passionate about ensuring all students and staff enjoy our services and thrive safely in our environments. Hence, we take every step possible to ensure that all those representing the College promote safe practice and conduct. Critically, this also means ensuring students and whaanau know what engagement and conduct to expect from College staff.

Equally, we are as passionate about making certain our staff can support this engagement in a manner that promotes safe practice and minimises any opportunity for their suitability to be questioned. As part of our safeguarding commitment, we have developed practice and conduct requirements that are approved and endorsed by our Boards.

The below supports everyone's safety and well-being and, by reflecting best practices, promotes conduct that is designed to be in the best interests of all. **We take our child safeguarding conduct expectations and any breaches of these seriously and may result in disciplinary action, up to and including dismissal. Any breaches of the law will be reported to the Police and other statutory services as applicable, e.g. Oranga Tamariki (Ministry for Children).**

### 9.1 Position of Trust

When someone is regarded as part of our workforce, particularly when engaging with students, this reflects Wesley College as trusting them and effectively endorsing them as being trusted and having a certain level of authority. These components reflect what is known as a 'Position of Trust'. **All those representing Wesley College (staff, volunteers, contractors, students and families, etc.) are considered to be in a Position of Trust.**

A relationship between an adult and a student, or between students (e.g., older and younger students, Prefects, Young Leaders, etc.), are not equal relationships. As well as any natural power dynamics between adults and students, the adult is perceived by the other as having power, influence and authority over them. Wherever there is power or perceived power, there is potential for this position of influence to be misused to persuade, encourage, intimidate or exploit a student into negative behaviours or activities.

Due to the potential for misuse, **it is vital that all persons uphold all safeguarding expectations and act as positive role models. This helps to safeguard students, staff, and Wesley College.** All staff are expected to behave in a manner consistent with our Code of Conduct.

Any person misusing their actual or perceived power, authority or ***Position of Trust or trusted association to the College*** for personal advantage or gratification or to instigate or engage in any abuse or sexual relations, conduct, or activity will be regarded as breaching their Position of Trust. This is inclusive of and irrelevant to whether a young person is of a legal consent age and whether concerns relate to adult-to-student or peer-to-peer. Any known or suspected criminal offences will be reported to the Police, and all concerns may be subject to Wesley College's disciplinary actions.

### 9.2 Codes of Conduct

Our Codes of Conduct encompasses requirements on physical and verbal conduct and behaviours across all environments (including online and via e-technology resources) and provides further guidance on expectations of practice and conduct and a framework to support students and staff in making appropriate decisions. **All students and staff (regardless of role, hours or type of engagement) must adhere to and abide by their Code of Conduct.**

All students and staff are issued a copy of and informed how to access their **Student or Staff Code of Conduct** to ensure everyone has the awareness needed to promote and implement the necessary and required boundaries and safe conduct. Our Codes of Conduct are mandatory requirements, and students

and staff are to always maintain these expectations and appropriate boundaries in a manner consistent with their Code of Conduct and our Safeguarding and Child Protection Policy.

Staff are to avoid any engagement, conduct and/or behaviour that could be open to misinterpretation and are to report and record any such incidents, should they occur. Wesley College operates an internal mandatory reporting process and abides by the [Teaching Council NZ Mandatory Reporting requirements](#).

Our Boards are also demonstrative of the Minister of Education's [Code of Conduct for State School Board Members](#) as per [Section 166 of the Education and Training Act 2020](#). This sets out minimum standards of conduct that each board member must meet.

**Conduct breaching being in a Position of Trust and/or our Conduct requirements may be subject to disciplinary action up to and including dismissal.**

**Any breaches of the law will be referred to New Zealand Police.**

**See Section 6 of our Safeguarding Code of Conduct Procedures for more information and section 6.2 for details on the additional Ministry of Education Board Code of Conduct.**

## 9.3 Staff Safeguarding Code of Conduct Summary

Our Staff DO	Our Staff DO NOT
<ul style="list-style-type: none"> <li>✓ Only commence active duties once all safer recruitment elements are complete and satisfactory.</li> <li>✓ Uphold child safety policies and procedures at all times.</li> <li>✓ Complete all mandatory induction and training.</li> <li>✓ Promote child rights and demonstrate practice that upholds students' rights to safety and well-being.</li> <li>✓ Maintain their Position of Trust and upholding our code of conduct and any other applicable professional codes.</li> <li>✓ Make certain personal and professional boundaries are adhered to at all times and uphold all physical, verbal and online conduct expectations.</li> <li>✓ Comply with Wesley's communication expectations, ensuring all language is child-friendly, process are compliant with consent requirements and abide by Information Sharing and Record Keeping Policies.</li> <li>✓ Always aim to operate within the line of sight and sound of other adults, uphold supervision ratios and avoid being left alone with students.               <ul style="list-style-type: none"> <li>○ Staff are only permitted to be alone with students (with doors open if 1:1) in their classrooms between 8am to 5pm or between 6.30pm-8pm for hostel tutoring programmes.</li> <li>○ Tutorials or meetings (unless relating to a child's right to privacy) must have 3 or more students in attendance, and where possible, classroom doors must be open.</li> </ul> </li> <li>✓ Create an environment that mitigates child safety risks, enables student participation, is culturally respectful and inclusive for all students.</li> <li>✓ Take all reasonable steps to protect students from child safety risks, including identifying and reporting any concerns, disclosures, complaints or allegations as per our child safety processes.</li> <li>✓ Positively encourage and empower students to be involved in making decisions about activities, policies and processes that concern them.</li> <li>✓ Consider and respect the diverse backgrounds and needs of the students. Promoting inclusivity and providing equitable participation.</li> <li>✓ Demonstrate safeguarding as a shared responsibility and actively support the College's safeguarding culture.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Ignore or disregard any suspicions of child harm or abuse, inappropriate conduct, or any raised child safety concern.</li> <li>✗ Use any form of physical conduct or discipline that permits physical harm or abuse or breaches our Code of Conduct or Discipline policies and procedures.</li> <li>✗ Use any form of verbal or written engagement that is emotionally harmful, abusive or breaches our Code of Conduct.</li> <li>✗ Exploit a student's engagement or College opportunities as a means of power, control or for any other purpose.</li> <li>✗ Enable anything that negates Wesley's duty of care or withdraws basic care necessities.</li> <li>✗ Initiate, engage in or permit any discussions or behaviours towards or in the presence of a student that is sexual, has a sexual association or is open to perceptions of grooming.</li> <li>✗ Enable walls of silence by being secretive or encouraging students to be secretive.</li> <li>✗ Initiate or encourage contact with students or whaanau outside of their professional duties, hours or environments.</li> <li>✗ Give students or whaanau personal gifts.</li> <li>✗ Allow students to babysit for Wesley staff whaanau.</li> <li>✗ Undertake any direct on/offline correspondence (includes social media) with a student or their whaanau, when doing so is:               <ul style="list-style-type: none"> <li>○ Without the Principal's and Parent's consent.</li> <li>○ Unrelated to any Wesley College matter.</li> <li>○ Fails to use Wesley's designated resources, e.g., College social media account, College email, etc.</li> <li>○ In breach of Wesley's policies and procedures.</li> </ul> </li> <li>✗ Undertake any of the following without the Principal's and Parent's consent:               <ul style="list-style-type: none"> <li>○ Take any imagery of a student.</li> <li>○ Travel alone with or transport a student in a personal vehicle.</li> <li>○ Take a student off-site or outside of any activity location or College environment.</li> <li>○ Provide independent support to a student.</li> </ul> </li> <li>✗ Attend any College environment under the influence of or in possession of any non-prescribed or illicit drugs or alcohol.</li> </ul>

**Any breach of our Staff Safeguarding Code of Conduct is taken seriously and may be subject to disciplinary action, up to and including dismissal.**

## 10. PHYSICAL CONTACT

Staff should remain mindful that not all students like or feel comfortable with physical contact, and when any physical contact with a student is required, this has to be in accordance with safe practice. Physical contact must always uphold professional boundaries and should be in open environments and/or in the line of sight of others, e.g., other staff, adults or students.

Physical contact should only be used when doing so is necessary to:

- Meet the student's needs, e.g., to provide first aid, physical care, etc.; and/or
- Meet the needs of any instructional learning, e.g., sport development technique, instructional guidance, cultural events and activities, etc.

### **Physical Contact Must Not:**

- Be or promote unnecessary or inappropriate physical contact or affection towards a student, e.g. unnecessary/unwanted hugs, sitting a student on laps, cuddling, kissing, rough/boisterous play, etc.
- Be touch that has been declined, e.g., voiced or otherwise indicated as unwanted touch (e.g. body language, movement, etc.).
- Be of a personal nature, including performing personal care that student can perform on their own.
- Cause any pain, distress or harm.
- Be of a sexual nature or any sexual act (including exhibitionism, touching and fondling) in or outside of clothing.

## 11. VERBAL ENGAGEMENT

All verbal engagement should be positive and age and developmental level appropriate in language, topic and relevance to the student's engagement with Wesley College. Instructional communication should seek to encourage the student's development, participation and belonging within the College. Any correction must be delivered respectfully, with encouragement and free from unrealistic pressure and/or expectations.

### **At no stage must verbal or non-verbal engagement with a student be:**

- Any form of emotional abuse, e.g., shameful, derogatory, belittling or degrading, humiliating, favouritism, bias, exclusion, swearing, critical, cruel or exploiting any diversity, known insecurities or other personal factor.
- This includes any threats or implied risks to things of value to the student, e.g., their College placement or any other College opportunity, the withdrawal of basic care necessities, etc.
- Any form of communication that ignores, permits or enables physical abuse, e.g., being oppressive, threats of harm, cruel and/or frightening.
- This includes placing unrealistic and unethical expectations on a student to continue engaging in sport when there has been a clear disclosure and/or indicator of physical pain and/or injury.

- Any form of communication that is or may be perceived as being non-contact sexually abusive or suggestive behaviour, e.g. flirting, innuendo, sexting, taking imagery or exposing students to inappropriate messages, images or nudity, voyeurism, exploitation or any other engagement open to perceptions of abuse or grooming.

## 12. ONLINE COMMUNICATION

Digital resources and online platforms can all permit risks of misuse and subsequent child safeguarding risks for students. Our conduct expectations encompass all environments, physical and online environments.

In addition to staff adhering to Wesley College's Social Media Policy at all times, staff must make certain all conduct expectations are upheld when using any online platform or digital resource.

- All communication (e.g. phones, emails, social media, etc.) with students must be via College resources, e.g. Wesley College social media accounts, College emails, etc. Where possible, staff are to avoid using any personal resources.
- Should there be a need for direct communication between a staff member and a student that is outside of our mainstream communication structure, school (Principal) and parental consent are required.
- When sharing information with or about a student(s), staff must be mindful of our applicable policies and procedures, as well as New Zealand privacy laws.

**Online conduct is held in the same regard as all other conduct requirements. Any breaches will be taken seriously and may be subject to disciplinary action up to and including dismissal. Any breaches of the law will be reported to the Police.**

## 13. IMAGERY

Sharing students' imagery, particularly when accompanied by identifying or personal information, can expose students to vulnerabilities such as grooming and increase their personal risks to on/offline harm. To help minimise any child safety imagery risks, including those that can be associated with Professional Photographers/Videographers, conduct must be in accordance with the procedures noted in **Section 7 of our Code of Conduct procedures.**

## 14. OVERNIGHT STAYS

While accompanying students on overnight stays (e.g., camping), staff will adhere to the Staff Safeguarding Code of Conduct at all times, as captured in **Section 8 of our Safeguarding Code of Conduct Procedures.**

## 15. CHANGING ROOMS

Where possible, the College's changing room facilities must be made exclusively for students' use. While accompanying students on overnight stays (e.g., camping), staff will adhere to the Staff Safeguarding Code of Conduct for Staff at all times, as captured in **Section 9 of our Safeguarding Code of Conduct Procedures.** These procedures provide further clarity on points including but not exclusive to:

- Where exclusive access is not possible.

- The strictly prohibited use of any resource that can capture imagery (photos or videos).
- Child-friendly signage.

## 16. TRANSPORT

When Wesley College is responsible for providing transport for a student or students, we will make certain our transport provisions are compliant with **Section 10 of our Safeguarding Code of Conduct Procedures**.

## 17. EXEMPTIONS

We appreciate at times, there may be exceptions or exceptional circumstances where aspects within these conduct requirements may not be plausible, e.g., during an emergency. Where applicable, the Staff Safeguarding Code of Conduct aims to recognise those aspects. However, for circumstances and settings outside of these remits, should staff be in a position where these requirements may need to be breached or have been breached, staff should:

- Seek the Principal's authorisation at least 7 days before taking action contravening these requirements.
- If not possible, the Principal should be advised as soon as possible, within 24 hours, after any incident breaching these requirements.
- Ensure all policy breach protocols are followed, and all incidents are reported and recorded as expected.

## 18. BREACHING THE SAFEGUARDING CODE OF CONDUCT

For breaches that are outside of these exemptions and represent a failure to uphold Wesley College's Student Safety Code of for Staff, staff should report these breaches as soon via the following flowchart.

1. The staff member will be informed of and the breach will be investigated as per Wesley College's Investigations Policy.
2. If the breach relates to the Principal, the investigation will directed by our **Designated Safeguarding Trustee** as per Wesley College's Investigations Policy.
3. Depending on the breach, this may include the College working together with child protection services (Oranga Tamariki, Police) or other sector parties for support and/or case management, e.g. Safeguarding Experts, Ministry of Education, the Teaching Council, etc.
4. Throughout this process, Wesley College will take appropriate action for the safety of any persons involved, ensuring that all breaches and/or possible allegations are managed immediately, sensitively and expediently within the procedures outlined in our Safeguarding and Child Protection Policy and our Investigation Policy.

**All breaches of Wesley College's Staff Safeguarding Code of Conduct are taken seriously and may be subject to disciplinary action, up to and including dismissal.**

## Worried about a Member of Staff?

- Stay Calm.
- Ensure all person's immediate safety.
- Listen to, believe, and reassure the person that they did the right thing by telling someone.
- If appropriate, use TED (Tell/Explain/Describe) to help gain more information.  
If appropriate, explain that to make sure the right help can be found, you need to talk to another staff member.

## Person Reporting

### NO IMMEDIATE RISK:

- Immediately inform the Safeguarding Officer 027 333 4125 or [safeguarding@wesley.school.nz](mailto:safeguarding@wesley.school.nz)
- If unavailable or if the concern relates to them, inform the Deputy Principal.
- Keep information confidential to only the person to whom you are reporting.
- ASAP record the incident and actions taken on an Incident Form. When complete, forward this to the person you reported the concern to.

### IMMEDIATE DANGER:

- Call the Police (**111**) and follow police advice.
- As soon as it is safe to do so, inform your Deputy Principal or the Safeguarding Officer (027 333 4125).
- If unavailable or if the concern relates to them, inform the Principal.
- Keep information confidential to only the person to whom you are reporting.
- ASAP record the incident and actions taken on an Incident Form. When complete, forward this to the person you reported the concern to.

## Person Responding

### Safeguarding Officer, Deputy Principal or the Principal

Staff responding will work together with the person reporting and any other applicable personnel to apply our child safeguarding and investigation procedures, including:

- Reviewing and triaging the concern as needed (ideally with the Incident Form).
- If needs relate to child protection, lead staff will:
  - Contact Oranga Tamariki (0508 326 459) or the Police (111 or 105).
  - Seek clarity from the Child Protection Service on information sharing requirements. If outstanding, this includes whether it is safe to share information with those involved and, if so, how this is to be taken forward.
  - Implement the College's Investigations Policy and, if necessary, any immediate safeguards.
  - Until the investigation is complete, the College will work with child protection services.
- If not child protection, lead staff, in conjunction with HR, will decide how Wesley College can best respond to the concerns raised.
- Lead staff will monitor and review all concerns until a conclusion has been reached.
- As per the needs of the concern raised, Safeguarding or HR will store the Incident Form and any aligning records in a secure location as per our Recording Policy.

All persons have the right to refer concerns directly to Oranga Tamariki (0508 326 459) or the Police (111). We would welcome our Safeguarding Staff being informed of any concerns relating to children in our care or our staff.

## 19. COMPLAINTS

At Wesley College, we make every effort to ensure all our students receive a positive and excellent service from our hostels and school. Should we fail to meet these expectations, including via any breaches of our Staff Safeguarding Code of Conduct, students and whaanau are encouraged to share their concerns via our **Complaints Procedure**, which can be accessed via our website.

**For more information, see our Complaints Policy.**

## 20. POLICY MONITORING AND REVIEW

Per our Policy Review Schedule, which monitors and drives compliance with our policy review expectations, this Staff Safeguarding Code of Conduct is reviewed every 2 years alongside the Safeguarding and Child Protection Policy.

The review process seeks to ensure continued compliance with relevant legislation, other College policies and practices, stakeholder feedback, and current best practices regarding child safeguarding. At no stage does this policy review period exceed the Children's Act 2014 requirements of 3 years from its last review.

Circumstances that may trigger an earlier or additional review include but are not limited to, legislative changes, organisational changes, incident/case learnings, etc. All student and whanau consultation data, case learnings, and sector developments are also utilised to inform our policy and procedural reviews and our continuous improvement.

We communicate any policy and procedural updates via the implementation and dissemination elements noted in our Policy Review Schedule. These may include staff briefings, staff management meetings, staff training, organisational signage, and communication resources, e.g. the College website, newsletters, social media, etc.