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# Introduction

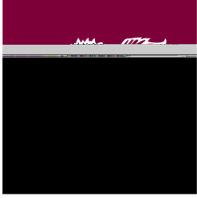
The Hutchins School (the School) is committed to the promotion and protection of children’s safety, health, development, education and wellbeing. We expect the highest possible standards from our staff and volunteers in respect to safeguarding children from abuse and neglect. The purpose of these Practice and Behaviour Standards is to support staff in identifying and preventing behaviour that may be harmful to the children and young people in our care, and to provide a standard of expectations that will support positive outcomes for children.

These standards have been formally approved and endorsed by the School Board.



## Definitions

Professional Boundaries	The limits of a relationship in circumstances where a student entrusts their health, safety and wellbeing to a staff member (in a situation where a power imbalance exists).
Students	Refers to a child or young



The School communicates its Practice and Behaviour Standards to staff by:

- requiring all staff to sign their assent to these documents during the induction process (no one is permitted to work or engage with children or young people until this process is complete);
- reminding staff of our [Practice and Behaviour Standards](#) regularly; and
- inviting staff to contribute to reviews of this document.

The School will clearly communicate alterations to our practice and behaviour requirements and resources whenever they are made.



# Interpersonal conduct

In undertaking professional or voluntary duties within the School, it is expected that all staff act within the limits of their professional expertise and/or specified roles. They are also expected to model the School's values of humility, kindness, courage and respect.

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

- must not engage in activities with children or young people who are students of the School outside authorised curricular or co-curricular programs (for example, arranging to meet a student at the movies, at a sporting event, for a coffee etc.);
- must not seek contact with children or young people outside authorised curricular or co-curricular programs;
- 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 function in which they are not officially representing the School, others may assume that they are. For this reason, at such functions staff should ensure that their actions align with the School's [Code of Conduct](#); and
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- ensure (if the student is not at or near the School) that transportation of the student to their home address by a staff member is considered an appropriate safety measure if further contact cannot be made with the parent/carer; and
- notify a supervisor as soon as possible.

## Working alone with students

As far as is reasonably possible, staff should avoid one-on-one situations with students, and (where possible) conduct all activities and/or discussions with students in view of other staff. Strategies that should be adopted to avoid one-on-one situations include:

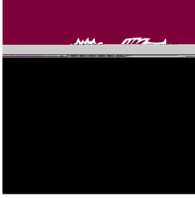
- Conducting interactions in a public place. Where possible, use







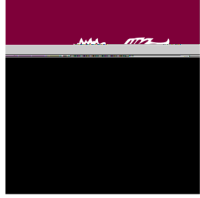
# Professional boundaries

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- the use of sexual innuendo, inappropriate language and/or the provision of inappropriate material to students;
  - unwarranted and/or inappropriate touching;
  - flirtatious behaviour;
  - unwarranted and/or inappropriate filming or photography;
  - deliberate exposure of sexual behaviour or material to others (e.g., pornography)

Relationships with past students may also breach professional boundaries.







Images





# Student transport

## Transporting students

Students are to be transported by school bus, external coach service or agreed rental vehicle, and only in circumstances that are directly related to the delivery of the School's programs and services. The use of private motor vehicles is a last resort. Students should not be given lifts or transported without prior authorisation from a parent or carer, and the School. Where such transport is absolutely necessary, please contact the Marketing and Communications Team, who can provide you with a form for parent/carer permissions.

## Expectations for routine student transport

Students may only be transported 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 staff who are involved in delivering our programs and services.<sup>1</sup>

It is noted that situations may arise where a student is not collected from a program, service or event, which may require transportation using a private vehicle to ensure the safety of the child or young person. This is permissible where transporting the child in a private vehicle is a safer option than leaving them on their own. In these cases, the requirements described under supervision in this document must be followed.

There may be situations where school staff (e.g. the School Nurse) may be required to transport boarders to medical appointments using a private vehicle. Situations such as these must be risk assessed; safety strategies must be agreed upon and signed off by the transporting staff member.

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<sup>1</sup> Requirements for the School's Children's Services (Pre-Kindergarten, Kindergarten and OSHC) are more tightly legislated. Please speak with the Director of Children's Services if you require further information, and consult the Children's Services [Transportation Policy](#).



# Co-curricular activities

## Overnight stays and sleeping arrangements

Overnight stays may only occur with the authorisation of the relevant Head of School and the parents/carers of the children or young people involved. Practices and behaviour by staff during an overnight stay must be consistent with the practices and behaviour expected during delivery of 0.6 (e0 0 3,8o4j)4.3 (r)17 (ac)x (ed d)13.3.3 (f)2 -.3 (ru(e06h(ru(e06h(ru

## Supporting/related documents

[Children's Services Transportation Policy](#)

[Commitment to Kindness](#)

[Gifts and Benefits Policy](#)

[Inappropriate Conduct Report Form](#)

[Mandatory Report Notification Form](#)

[Safeguarding Children and Young People Policy](#)

[Social Media Policy](#)

[The Hutchins School Code of Conduct](#)

## External documents and legislation

Children, Young Persons and their Families Act 1997 (Tas)

Registration to Work with Vulnerable People Act 2013 (Tas)

## Document History

Version #	Date	Changes Made
1.0	12/7/2018	Practice and Behaviour Standards submitted to ACF.
1.0	18/7/2018	Initial release.
1.1	1/12/2020	Updated; placed in new template, textual review.
2.0	1/2/2021	Updated; placed in new policy template, full textual review. Significant changes made for clarity and simplicity; title changed to "Practice and Behaviour Standards".
2.1	08/2022	Added section 'Professional Boundaries'. Minor textual adjustments made to bring policy into better continuity with recent changes to style guide.