



Child Safe Code of Conduct

5D.5

The Child Safety Code of Conduct has the objective of promoting child safety in the school environment. It sets standards in the way school staff are expected to behave with children. In this, it sets out both acceptable and unacceptable forms of behaviour for working with children. This should be read in conjunction with (and not replace) the Victorian Institute of Teaching's *The Victorian Teaching Profession Codes of Conduct and Ethics*.

Acceptable behaviours

All staff, volunteers and school council members are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the school's leadership and/or child safety officer
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*
- reporting any child safety concerns to the school's leadership
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Unacceptable behaviours

Staff and volunteers must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)

- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of school without the school's leadership knowledge and/or consent or the school governing authority's approval (for example, unauthorised after hours babysitting or respite care). Accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child (including by social media, email, instant messaging etc) or inappropriate communication with their family (unless necessary eg by providing families with e-newsletters or school related reporting formats such as SeeSaw)
- use any personal communication channels/device such as a personal email account to contact families
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parent or guardians (and only for school program use)
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children.

I have read this Code of Conduct and agree to abide by it at all times.

Name _____

Signature _____

Date _____

If you believe a child is at immediate risk of abuse, phone 000.

Reviewed at staff meeting:

*This document has been endorsed by school Council on: 19th September, 2018
and will be reviewed on a yearly basis*