

**Purpose:**

All staff and volunteers of Grovedale Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children. All staff and volunteers will read and sign the Child Safety Code of Conduct before working with students at Grovedale Primary School.

**Scope:**

The code of conduct applies to all staff and volunteers who interact with the students from our organisation.

**Policy:****Aim:**

- That the Child Safety Code of Conduct is read in conjunction with the Child Safety and Wellbeing Policy. To use the Child Safety Code of Conduct as part of induction training for new staff and volunteers and as part of refresher training for existing leadership members, staff and volunteers.
- To inform parents/carers and other persons associated with the organisation what behaviour they can expect from the organisation's leadership, staff and volunteers.
- To support and inform organisational protocols and reporting procedures should breaches of the code be suspected or identified.
- To include a reference to the code of conduct in employment advertisements and contracts to ensure compliance.

**Implementation:**

All personnel of Grovedale PS are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- Adhering to Grovedale PS Child Safety and Wellbeing Policy and Child Safety Code of Conduct at all times.
- Upholding our commitment to child safety whether at school or off site e.g.: camp, bus trips and excursions.
- Taking all reasonable steps to protect children from abuse.
- Treating everyone 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 and/or are worried about their safety or the safety of another.
- Promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification).
- Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds - having a zero tolerance of discrimination.
- Promoting the safety, participation and empowerment of children with a disability.
- Ensuring as far as practicable that adults are not left alone with a child.
- Reporting any allegations of child abuse to leadership, and ensure any allegation be reported to the police or child protection and completing an incident report where necessary.
- Reporting any child safety concerns to leadership or the Student Wellbeing Officer.

- If an allegation of child abuse is made, ensure 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.

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 (e.g.: inappropriate sitting on laps. Sitting on laps could be appropriate sometime, e.g.: while reading a storybook to a small child in an open plan area).
- Put children at risk of abuse (e.g.: by locking doors, leaving them alone with an unknown person).
- Volunteers must not be alone with a child unless there is a line of sight to other adults.
- 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 (e.g.: personal social activities, relationship issues).
- 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 culture, race, ethnicity or disability.
- Have any online contact with a child E.g.: social media, personal email, instant messaging, (unless necessary - providing families with e-newsletters, classroom sites).
- Photograph or video a child without the consent of the parent/carer.
- Work with a child whilst under the influence of alcohol or illegal drugs.
- Consume alcohol or drugs at school or at school events in the presence of children.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to Grovedale PS leadership.

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

I agree to adhere to this Code of Conduct:

Name: .....

Signature: .....

Date: .....

NOTE: This information should be read in conjunction with the school's other policy documents. This advice does not replace any legislative or regulatory obligations or other professional or occupational codes of conduct that regulate particular staff at the school.

The VIT provides clarity regarding professional behaviour expected of teachers at all times. The code specifies behaviour unacceptable for a professional relationship between a teacher and a student.

"Teachers are always in a professional relationship with the students in their school, whether at school or not".

**Further Information and Resources:**

- Child Safe Standards

- Child Safety and Wellbeing Policy
- Mandatory Reporting Policy
- Duty of Care Policy
- <https://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx> - DET Protect
- <https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/safeenvironment.aspx> - DET Child Safe Standards
- <https://www.education.vic.gov.au/about/programs/Pages/respectfulrelationships.aspx> - Respectful relationships
- <https://beyou.edu.au/learn> - Be You Framework

This policy was presented to School Council in February 2021 and is scheduled for review in February 2023.