

CHILD SAFETY – CODE OF CONDUCT



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9890 1560 or via email at surrey.hills.ps@education.vic.gov.au

PURPOSE

This policy supports Surrey Hills Primary School to create and maintain a child safe organisation and protect students from all forms of abuse.

CODE OF CONDUCT

Surrey Hills Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Surrey Hills Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Surrey Hills Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. **The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.**

Commencing in 2017, all volunteers (eg. Parent helpers) are required to hold a current Volunteer Working With Children Check. This can be obtained at no charge. The following link can be used to apply on-line: <http://www.workingwithchildren.vic.gov.au/>
All staff hold a Working With Children Check as a condition of employment.

Acceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the school's statement of commitment to child safety at all times and adhering to Surrey Hills Primary School Child Safe Policy at all times / upholding Surrey Hills Primary School *Statement of Commitment* to child safety at all time

- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- listening and responding to the views and concerns of students, 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 students (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of students with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse or other child safety concerns to the Principal and/or Child Safety Officer.
- reporting any child safety concerns to the Principal and/or Child Safety Officer
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.
- 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

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes
- in the school environment or at other school events where students are present, consume alcohol or take illicit drugs under any circumstances
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
- 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 culture, race, ethnicity or disability
- have contact with a child or their family outside of our organisation without our child safety officer’s knowledge and/or consent (for example, no babysitting).
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Surrey Hills Primary School Principal.

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

COMMUNICATION

This code of conduct will be communicated to our school community in the following ways:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Made available in hard copy from school administration upon request

RELATED POLICIES AND DOCUMENTS

Related policies and documents include:

- Child Safety policy
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures
- Risk assessment register
- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [DET Policy and Advisory Library – Duty of Care Policy](#)
- [DET Policy and Advisory Guide – Protecting Children – Reporting and Other Legal Obligations](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2022
Approved by	School Council
Next scheduled review date	February 2025 – February 2026