



# Altona Primary School: *CHILD SAFE STANDARD 3*

## Child Safe Code of Conduct

### Rationale

- One of the most effective child safe strategies to help protect children from harm is a Code of Conduct.
- A Child Safe Code of Conduct establishes clear expectations for appropriate behaviour with children.
- It lists behaviours that are acceptable and those that are unacceptable. It spells out professional boundaries, ethical behaviour and acceptable relationships.
- If people behave in ways that are unacceptable the Code of Conduct enables the organisation to take action.
- Without a Code of Conduct, it can be very difficult to raise behavioural issues with staff and volunteers.
- If unacceptable behaviour continues, this can seriously compromise the safety of the environment. Swift and appropriate action must be taken when the Code is breached, otherwise people will continue to feel compromised or unsafe.
- It is binding for all staff members, volunteers and external providers working with children on-site or off-site.
- Staff, volunteers and external providers are expected to signify that they have read and understood this Code of Conduct by completing the attached statement which will be recorded and filed appropriately.

### Purpose

- The safety and wellbeing of children is the highest priority for Altona Primary School.
- To ensure Altona Primary School complies with the legislative requirements of MO 870.
- To ensure the school demonstrates its commitment to creating a child safe culture.
- To protect children and reduce any opportunities for abuse or harm to occur.
- To provide guidance to staff and volunteers on how to best support children and how to avoid or better manage difficult situations.
- To ensure the school develops and publishes a code of conduct that is compliant with the Child Safe Standard 3.
- To ensure the school discharges its duty of care towards students.

### Implementation

1. Induction procedures or manuals for new staff, volunteers and external providers will include information about the Child Safe Code of Conduct.
2. The school will conduct professional development sessions for staff to ensure that everyone involved with the school understands the requirements of the Code of Conduct and are clear what to do when someone breaches it.
3. Other adults will be advised that if they become aware of any risks adults may pose to children, or that children may pose to each other, in both physical and online environments, they should inform a member of the Principal and Assistant Principal as soon as practicable.
4. The Child Safe Code of Conduct can be found on the school website.
5. All staff should be aware that unsatisfactory performance procedures in relation to the Child Safe Code of Conduct may be applied as per the Victorian Government Schools Agreement 2013, Schedule 5 (Unsatisfactory Performance Procedures).
6. If a volunteer or external provider does not comply with the expected standard of behaviour, the Principal will discuss their behaviour with them. Noncompliance can lead to disciplinary and/or criminal action being taken.
7. The school will ensure that procedures for raising and managing complaints and consequences for breaching of the Child Safe Code of Conduct, are known and understood by everyone. For specific procedures, please refer to the school's Complaints & Concerns, Parents Policy.

The school will know it has successfully implemented Standard 3 when:

- appropriate behaviour with children is clearly defined, accessible and understood by staff, volunteers, families and children
- steps staff should take if they identify child safety risks are clearly outlined
- staff, volunteers, families and children understand culturally safe behaviour and relationships with Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- staff, volunteers, families and children understand safe behaviour and relationships with children with a disability
- children and families from culturally and/or linguistically diverse backgrounds can access and understand the Code of Conduct

## **Appropriate Behaviours**

All staff, volunteers, contractors and school council members at Altona Primary School are expected to actively contribute to a school culture that respects the dignity of its members and follows the school's core values. They are required to observe Child Safe principles and expectations for appropriate behaviour towards and in company of children, as noted below.

All Altona Primary School staff, volunteers and external providers are responsible for promoting the safety and wellbeing of children by:

- upholding the school's statement of commitment to child safety at all times and adhering to the school's child safe policy
- 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 or the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- reporting any allegations of child abuse or other child safety concerns to the Principal or Assistant Principal
- 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.
- Reporting to the Victorian Institute of Teaching, any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher

## **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 any 'special' relationship with children that could be seen as favouritism or amount to 'grooming' behaviour, for example, offering gifts or special treatment of specific children
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- engage or initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, putting on clothes (for example, inappropriate sitting on laps, rough physical games, etc.)

- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- treat a child unfavourably and discriminate against them because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- have any contact with the child (including social media, email, instant messaging etc.)
- exchange personal contact details such as phone number, social networking sites or personal email addresses
- download inappropriate material
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes
- work with children whilst under the influence of alcohol or illegal drugs
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances

### **Evaluation**

- This Standard will be reviewed every two years or if guidelines change (latest information July 2016), or if a significant incident occurs.
- Standard 3 was ratified on 14/9/2016

References:  
Creating a Child Safe Organisation Guide p.26  
An Overview of the Victorian Child Safe Standards State of Victoria, DHHS November 2015  
and  
Protect – Identifying All Forms of Child Abuse in Victorian Schools 2016

**Please sign the last page which is retained by the school**

## **Child Safe Code of Conduct Agreement**

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

Name: .....

Position/Role: .....

Signature: .....

Date: .....

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