

## CHILD SAFE CODE OF CONDUCT

### RATIONALE:

Our Child Safe Code of Conduct sets out the expected behaviour of adults with children and young people in our school. All Findon Primary School (Findon PS) staff, volunteers, contractors, service providers, school council members and any other adult involved in child connected work must follow the Child Safe Code of Conduct. The Child Safe Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

### ACCEPTABLE BEHAVIOURS:

As Findon PS staff, volunteers, contractors, and any other member of our school community involved in child connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our commitment to child safety at all times and adhering to our Child Safe Policy
- treating students and families in our school community with respect, in our school environment and outside our school environment, as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex and queer (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one to one interactions between an adult and a student are to be in an open space or in line of sight of another adult
- reporting any allegations of child abuse or other child safety concerns to the Child Safety Officers/Champions, who at Findon are the school Principal and Student Wellbeing Officer
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our Child Safe Responding and Reporting Obligations Policy and Procedure and the [PROTECT Four Critical Actions](#).
- ensuring as quickly as possible that the child(ren)/student(s) are safe and protected from harm, if child abuse is suspected.

### UNACCEPTABLE BEHAVIOURS:

As Findon PS staff, volunteers, contractors and members of our school community involved in child connected work, we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts). A definition of grooming behaviour can be found in the schools *Child Safe Responding and Reporting Obligations Policy and Procedures Policy*
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student 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

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- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance, and parental permission has been sought.

#### **BREACHES TO THE CHILD SAFE CODE OF CONDUCT:**

All Findon PS staff, volunteers, contractors and any other member of the school community involved in child connected work who breach this Child Safe Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement. In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police. All breaches and suspected breaches of the Findon PS Child Safe Code of Conduct must be reported to the Principal. If the breach or suspected breach relates to the Principal, contact the regional office.

#### **EVALUATION AND COMMUNICATION:**

This policy shall be reviewed and evaluated after any significant child safety incident, or at least every 2 years and be improved where applicable as part of the ongoing policy and process review. This policy will be communicated with the school community through the school website, access to the policy through the school office, through staff induction, updates in the newsletter, professional learning and briefing, and through annual School Council Presentations.

#### **REFERENCES:**

DET Policy Advisory Library – Child Safe Standards

<https://www2.education.vic.gov.au/pal/child-safe-standards/policy>

DET Policy Advisory Library – Reportable Conduct

<https://www2.education.vic.gov.au/pal/reportable-conduct-scheme/policy>

Findon Primary School Policies

<https://www.findonps.vic.edu.au/index.php/school-policies/>