

Child Safety Standard 3: Code of Conduct

Outline...

Raywood Primary school aims to provide a caring and safe learning environment for all students, staff and volunteers. Members of the Raywood Primary School community have the responsibility to ensure children are safe in all school environments and school related activities.

A Child Safety Code of Conduct lists all behaviours that are acceptable and those that are unacceptable. It provides vital information about professional boundaries, ethical behaviour and acceptable and unacceptable relationships.

All staff and volunteers within Raywood Primary are made know of our code of conduct and are expected to follow it at all times. This allows us to work as a team to provide the most nurturing environment possible and protect the children from harm.

Purpose

The purpose of this Code of Conduct is to guide school staff and others associated with the school in identifying and regulating their own behaviour and the behaviour of others, and to protect children from abuse in the school environment. Raywood Primary School will, develop, adopt, review and maintain a Child Safety Code of Conduct and have this endorsed by the School Council.

Implementation

This Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults towards students. The code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the school environment. If a staff member breaches the code, Raywood Primary may take disciplinary action, including in the case of serious breaches, dismissal. This code is revised annually.

Principles for adult's behaviour in undertaking child-connected work

At Raywood Primary we set out the following principles to guide appropriate adult/child behaviour:

- The adult/child relationship should be professional at all times
- An adult's response to a child's behaviour or circumstance should be understanding of the child's age and vulnerability, and take into account the adults responsibility for the care, safety and welfare of the child
- An adult should not be alone with a child unless there is a line of sight to other adults
- An adult should not intimidate or seek physical contact or contact with children outside school

Acceptable and unacceptable behaviours

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. All staff, volunteers and school council members of Raywood Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children

Acceptable Behaviours:

- Adhere to the school's child safe policy
- Take all reasonable steps to protect children from abuse
- Treat everyone the school community with respect
- Listen and respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused or if they are worried about their safety/the safety of another child
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with a disability
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Ensure as far as practicable that adults are not alone with a child
- Report any allegations of child abuse to the schools leadership
- Understand and comply with all reporting obligations as they relate to mandatory reporting
- Report any child safety concerns to the school's leadership
- If an allegation of child abuse is made, ensure as quickly as possible that the child/ren are safe
- Report 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:

- Do not ignore or disregard any suspected disclosed child abuse
- Do not develop any 'special' relationships with children which may be construed as unnecessarily physical
- Do not put children at risk of abuse (eg, locking doors)

- Do not 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
- Do not engage in open discussions of a mature or adult nature in the presence of children
- Do not use inappropriate language in the presence of children
- Do not express personal views on cultures, race or sexuality in the presence of children
- Do not discriminate against any child. Including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- Do not have contact with a child or their family outside of school without the school leaderships knowledge and/or consent or the school governing authority's approval
- Do not use any personal communication channels such as a personal email
- Do not exchange personal contact details such as phone number, social networking sites or email addresses
- Do not photograph or video a child without the consent of the parents/guardians
- Do not work with children whilst under the influence of alcohol or illegal drugs
- Do not consume alcohol or drugs at school or at school events in the presence of children

Actions

To ensure the Code is fully appreciated, understood and applied by all school staff (employees, contractors and volunteers) and parents the following actions will be taken:

- Ensure that all school staff (employees, contractors and volunteers) and parents are aware of the code and how it applies;
- Inclusion of the Code as part of the induction for new staff;
- Inclusion of the Code in induction for all pre-service teachers;
- Inclusion of the Code as part of annual training for existing school staff (employees, contractors and volunteers);
- Discussion of the Code at staff meetings; communication of the Code through school communication channels including email, Compass, intranet, shared drive, team meetings and Consultative Committee meetings; as well as shared spaces including the staff room and office areas
- Informing parents/carers and other persons associated with the school of the expected behaviour for the school's leadership, staff, contractors and volunteers;

- Using the school's and the Department's reporting procedures should breaches of the Code be suspected or identified;
- Including the Code in employment advertisements and service contractors to ensure compliance;
- Communication to students in an appropriate way;