



Child Safe Policy Code of Conduct

Purpose

Bacchus Marsh 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 risk 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 **Bacchus Marsh 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 Bacchus **Marsh 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.

Some simple principles should guide an adult's behaviour when undertaking child-connected work such as:

- the adult/child relationship should be professional at all times
- an adult's response to a child's behaviour or circumstance should be commensurate with the child's age and vulnerability and the adult's responsibility for the care, safety and welfare of the child
- an adult should not be alone with a child unless there is line of sight to other adults

- an adult should not initiate or seek physical contact or contact with children outside school.

Responsibilities

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 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.
- 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.
 - All our students with disability.
 - Our students with culturally and/or linguistically diverse backgrounds.
- Reporting any allegations of child abuse or other child safety concerns to the school's leadership.
- 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.

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 (eg. Excessive offering of gifts, consistent special attention to an individual child, unwarranted outside contact to a family / child not relating to education).
- 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 and with parent / carer permission.¹
- 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.

Procedures

- The Principal and school leaders must report and raise concerns with staff/volunteers/school community members about breaches of this code of conduct.
- The Principal and school leaders must report charges, committals for trial or convictions in relation to sexual offence by a registered teacher, or certain allegations of concerns about a registered teacher to the Victorian Institute of Teaching.
- All staff, volunteers and school community members must adhere to the Department and school based procedures related to reporting allegations and disclosures of abuse.

Date: 20/06/2017

Next review date: 2020

¹ SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx> . The policy says the school should get consent before taking and publishing photos of a student. This applies every time a photo is taken. The same policy applies for excursions and school activities.