

Kalinda Primary School No. 5121



Help for Non-English Speakers

If you need help to understand the information in this policy please contact Kalinda Primary School on (03) 9876 3289.

CODE OF CONDUCT

POLICY

Kalinda Primary School (Kalinda PS) acknowledges that the behaviour of staff, parents, carers and students has an impact on our school community, culture and values. We acknowledge a shared responsibility to create a positive learning environment for the children and young people at our school.

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Kalinda PS staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

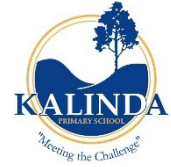
The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

Code of Conduct Implementation

To implement our Code of Conduct Kalinda PS will celebrate and nurture our values through positive behaviours and role modelling.

The leadership of Kalinda PS will:

- work collaboratively to create a school environment where respectful and safe conduct is expected of everyone.
- ensure compliance with the Child Safe Standards
- encourage all staff to behave in a manner consistent with the standards of our profession and meet core responsibilities to provide inclusive, safe and orderly environments
- encourage all parents and visitors to Kalinda PS to behave in a manner consistent with community expectations
- plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at the Kalinda PS is protected
- identify and support students who are or may be at risk
- do our best to ensure every child achieves their personal and learning potential
- work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly
- respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and sanctions when required
- make known to parents the school's communication and complaints procedures
- ask any person who is acting in an offensive or disorderly way to leave the school grounds.



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Acceptable Behaviours

As Kalinda 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 Kalinda PS commitment to child safety at all times and adhering to our Child Safe and Wellbeing 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 (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 principal
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures and the [PROTECT Four Critical Actions](#).
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

Unacceptable Behaviours

As Kalinda PS staff, volunteers, contractors and member 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)
- 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 schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- 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.



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Breaches to the Child Safety Code of Conduct

All Kalinda PS staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety 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 Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Kalinda PS Child Safety Code of Conduct must be reported to the principal and assistant principal

At the Principal's discretion, unreasonable behaviour may be managed by:

- requesting that the parties attend a mediation or counselling sessions
- implementing specific communication protocols
- written warnings
- conditions of entry to school grounds or school activities
- exclusion from school grounds or attendance at school activities
- reports to Victoria Police
- legal action

If the breach or suspected breach relates to the principal, contact North Eastern Victoria Region at nevr@education.vic.gov.au or 1300 333 231.

FURTHER INFORMATION AND RESOURCES

- Student Engagement & Wellbeing Policy
- Visitors Policy
- Volunteers Policy
- Anti-Bullying Policy
- Statement of Commitment to Child Safety
- Child Safety Code of Conduct
- Duty of Care Policy
- Mandatory Reporting Policy
- Enrolment & Placement Policy
- Attendance Policy
- Complaints Policy
- Philosophy and Values Policy
- Visitors and Volunteers Policy

Approval and review

Created date	September 2023
Consultation	Consultation with School Council September 2023
Endorsed by	School Council - September 2023
Endorsed on	4 th September 2023
Next review date	4 th September 2024