



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.

CHILD SAFETY CODE OF CONDUCT

Kalinda PS is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and has 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 risky 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 Kalinda PS will support the 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 Kalinda PS will also provide information and support to enable the Code of Conduct to operate effectively.

Kalinda PS has clear and comprehensive policies, procedures and accountability mechanisms to regulate the conduct and decisions of school staff for the benefit of its students.

All staff, contractors, volunteers, other adults contracted, employed or engaged by Kalinda PS 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, visitors and volunteers are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children. Fulfilling the roles and responsibilities contained in the policies and procedures regarding an allegation or disclosure of child abuse does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.

The Kalinda PS Code of Conduct follows the **Code of Conduct for Victorian Public Sector Employees and Understanding DET'S Values - Schools Guide**

Acceptable Behaviours

As Kalinda PS, 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 our Kalinda PS statement of commitment to child safety at all times
- adhering to our Child Safety 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 disclose that they or another child has been abused or that they are worried about their safety or the safety of another child or student
- 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 school's leadership or child safety officer
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse
- making reasonable efforts to ensure as quickly as possible that the student(s) are safe and protected from harm if child abuse is suspected.

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 (for example, offering gifts)
- 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
- 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.

Implementation:

Staff at Kalinda PS are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- participating in training and guidance in regard to the school's child safety policies and practices. Kalinda PS will provide, at least annually, professional learning that provides appropriate guidance and training about:
 - individual and collective obligations for managing the risks of child abuse or child abuse risks in the school environment
 - the school's current child safety standards
- taking account of and making reasonable efforts to accommodate the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally



and linguistically diverse backgrounds, children with disabilities, children who are vulnerable, same sex attracted, intersex and gender diverse (SSAIGD) children

- modelling inclusive behaviour, and reporting any behaviour that appears racist, discriminatory or prejudiced
- supporting, enabling and encouraging school staff, parents and children to understand, identify, discuss and report child safety matters
- informing appropriate authorities when responding to an allegation of child abuse (including but not limited to mandatory reporting)
- protecting any child connected to the alleged child abuse until the allegation is resolved
- making, securing, and retaining records of allegation(s) of child abuse and the school's response to it
- managing an alternative procedure for responding to an allegation or disclosure if you cannot perform your responsibility
- specifying actions and monitor risk management strategies regarding child safety that identify and mitigate the risk(s) of child abuse in school environments, by taking into account the nature of each school environment, the activities expected to be conducted in that environment (including the provision of services by contractors or outside organisations), and the characteristics of all children expected to be in that environment inform all applicants for jobs that involve child-connected work for the school about the school's child safety practices (including this Code of Conduct)
- making reasonable efforts to gather, verify and record the following information about a person who is engaged to perform child related work: o working with children status, or similar check o proof of personal identity and any professional or other qualifications o the person's history of work involving children o references that address the person's suitability for the job and working with children.

Staff must not:

- prohibit or discourage staff from reporting an allegation of child abuse to an appropriate authority external to the school
- state or imply that it is the victim's responsibility to inform the police or other authorities about the allegation
- make a judgement about the truth of an allegation of child abuse
- develop any 'special' relationships with children inconsistent with child safety policies and procedures
- exhibit behaviours with children which may be construed as unnecessarily or inappropriately physical
- engage in open discussions of a mature or adult nature in the presence of non-age appropriate children (for example, personal social activities)
- ignore or disregard any suspected or disclosed child abuse
- use inappropriate language in the presence of children
- express disrespectful personal views on cultures, race or sexuality in the presence of children
- discriminate against any child
- have inappropriate contact with a child or their family outside the school environment
- have any inappropriate online contact with a child or their family outside the school environment.

If you believe a child is at immediate risk of abuse phone 000 and inform a Principal Class Officer

Name: _____

Signed: _____

Date: ____/____/____