

# Safeguarding Children and Young People

## Code of Conduct



### Purpose:

This Code of Conduct has a specific focus on safeguarding children and young people at Flemington Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors and school council members at Flemington Primary School are expected to actively contribute to a school culture that respects the dignity of its members and follows the school's core values. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below. All staff, volunteers, contractors and school council members at Flemington Primary School are expected to sign the section below to indicate that they have been provided with a copy of the Flemington Primary School 'Safe Guarding Children and Young People' Code of Conduct.

### Procedures

- Please return signed document to the school office. Signed copies to be stored in the Principals office.
- All staff to sign document at the beginning of each year.
- All school council members to sign at first meeting of the year for the new school council.
- All volunteers to sign prior to commencing in the role (e.g. classroom helpers, incursions, excursions, fundraising team).

### Acceptable behaviours:

All staff, volunteers (class helpers, excursion helpers, and incursion helpers), contractors and school council members are responsible for supporting the safety of children by:

- Adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- Taking all reasonable steps to protect students from abuse
- Treating everyone in the school community with respect
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/or the safety of another child
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- Promoting the cultural safety participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example by having a zero tolerance of discrimination)
- Promoting the safety, participation and empowerment of children with a disability
- Ensuring as far as practicable that adults are not alone with a child
- Reporting any allegations of child abuse and/or child safety concerns to the school's leadership
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- If an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- Reporting 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
- Follow 'Student Engagement and Inclusion' policy when managing student behaviour

### Unacceptable behaviours:

All staff, volunteers (class helpers, excursion helpers, and incursion helpers), contractors and school council members must not:

- Ignore or disregard any suspected or disclosed child abuse

- Develop any 'special' relationships with children that could be seen as favouritism
- Exhibit or initiate behaviours with children that may be construed as unnecessarily physical contact (for example inappropriate sitting on laps)
- Put children at risk of abuse (for example, by locking doors)
- Engage in open discussion of a mature or adult nature in the presence of children (for example, personal, social activities)
- Use inappropriate language in the presence of children
- Express personal views on cultures, race or sexuality in the presence of children
- Discriminate against any child, including because of age, gender, race, religion, culture, vulnerability, sexuality, ethnicity or disability
- Have authorised contact with children and young people online or by phone
- Exchange personal contact details such as phone number, social networking sites or personal email addresses
- Work with children whilst under the influence of alcohol or illegal drugs
- Consume drugs at school or school events in the presence of children.
- Consume alcohol at school or school events without school council approval (as per DET policy)

I, \_\_\_\_\_ confirm I have been provided with a copy of the above Code of Conduct and agree to abide by it at all times.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_