



## HIGHVALE PRIMARY SCHOOL

# Child Safety Code of Conduct

The child safe standards require organisations that provide services for children to have a code of conduct that establishes clear expectations for appropriate behaviour with children.

All staff, school council members, volunteers and contractors performing child-connected work (work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present) at HIGHVALE PRIMARY SCHOOL are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of HIGHVALE PRIMARY SCHOOL are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to HIGHVALE PRIMARY SCHOOL's child safe policy at all times
- taking all reasonable steps to protect children from abuse
- treating everyone 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 and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal 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 (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to HIGHVALE PRIMARY SCHOOL's Principal AND/OR Child Safe Officer (Assistant Principal), and ensure any allegation is reported to the police or child protection
- reporting any child safety concerns to HIGHVALE PRIMARY SCHOOL's Principal AND/OR Child Safe Officer (Assistant Principal)
- completing a Child Safe Incident Report Form (Appendix 2) if required
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

**Staff and volunteers must not:**

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometimes, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children

**Respect**

**Responsibility**

**Honesty and Integrity**

**Commitment**

- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- photograph or video a child without the consent of a parent or guardian
- ignore or disregard any suspected or disclosed child abuse.

**Employees must not:**

- have contact with a child or their family outside of our organisation without the Principal's knowledge and consent (for example, babysitting).
- have any online contact with a child or their family unrelated to school activities and programs

**Teaching Profession**

- In addition to this document, all teachers must adhere to the Victorian Institute of Teaching Code of Conduct and Ethics. <http://www.vit.vic.edu.au/professional-responsibilities/conduct-and-ethics>

**Summary**

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to HIGHVALE PRIMARY SCHOOL's Principal AND/OR Child Safe Officer (Assistant Principal).

**If you believe a child is at immediate risk of abuse phone 000.**

I agree to adhere to this Code of Conduct:

Name \_\_\_\_\_

Working with Children Check (WWCC) Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Highvale Primary School policies including the Child Safe policy can be accessed online at <https://highvaleps.vic.edu.au/parent-information/#news>**

**The Highvale Child Safe Policy is comprised of:**

- HPS Child Safe Policy
- HPS Code of Conduct (APPENDIX 1)
- HPS Incident Report Form (APPENDIX 2)

**Associated policies include but are not limited to:**

- HPS Volunteers Policy
- HPS Student Engagement & Inclusion policy
- HPS Working with Children Check policy
- HPS Mandatory Reporting policy

**Respect**

**Responsibility**

**Honesty and Integrity**

**Commitment**