



Child Safety Code of Conduct

Rationale

- One of the most effective child safety strategies to help protect children from harm is a Child Safety Code of Conduct
- A Child Safety Code of Conduct establishes clear expectations for appropriate behaviour with children
- It lists behaviours that are acceptable and those that are unacceptable. It spells out professional boundaries, ethical behaviours and acceptable relationships
- If people behave in ways that are unacceptable the Child Safety Code of Conduct enables the school to take action
- Without a Child Safety Code of Conduct it can be very difficult to raise behavioural issues with staff and volunteers
- If unacceptable behaviour continues, this can seriously compromise the safety of the environment
- Appropriate action must be taken when the Code is breached, otherwise people may continue to feel compromised or unsafe

Purpose

- To ensure that Yarraville West Primary School complies with the legislative requirements of Ministerial Order 870
- To ensure that the school develops and publishes a code of conduct that is compliant with the Child Safe Standard 3
- To ensure that the school upholds its duty of care towards students
- To ensure the school demonstrates its commitment to creating a child safe culture
- To protect children and reduce any opportunities for abuse or harm to occur
- To provide guidance to staff and volunteers on how best to support children and how to avoid or better manage difficult situations

Implementation

- The safety and wellbeing of children is the highest priority for Yarraville West Primary School
- The school will know it has successfully implemented Standard 3 when:
 - appropriate behaviour with children is clearly defined, accessible and understood by staff, volunteers, families and children
 - steps staff should take if they identify child safety risks are clearly outlined
 - staff, volunteers, families and children understand culturally safe behaviour and relationships with Koorie children and children from culturally and/or linguistically diverse backgrounds
 - staff, volunteers, families and children understand safe behaviour and relationships with children with a disability
 - children and families from culturally and/or linguistically diverse backgrounds can access and understand this Code of Conduct, with assistance from the school if necessary

Child Safety Code of Conduct

1. This Child Safety Code of Conduct outlines appropriate standards of behaviour by adults towards children
2. It is binding for all staff members, volunteers and external providers working with children on-site or off-site
3. All Staff are expected to signify that they have read and understood this Child Safety Code of Conduct by completing the attached statement, which will be recorded and filed appropriately
4. Volunteers and external providers are not to be left unsupervised by teaching staff when working with children
5. All Yarraville West Primary School staff, volunteers and external providers are responsible for promoting the safety and wellbeing of children by:
 - Adhering to the Child Safe Policy, Student Engagement Policy, Mandatory Reporting Policy and Procedure and other related policies
 - Taking all reasonable steps to protect children from abuse
 - Being approachable
 - Treating everyone with respect, including listening to and valuing their ideas and opinions
 - Welcoming all children and their families and carers and being inclusive
 - Respecting cultural, religious and political differences and acting in a culturally sensitive way
 - Being a positive role model by modeling appropriate adult behaviour
 - Listening to children and responding to them appropriately
 - Reporting and acting on any breaches of this Child Safety Code of Conduct, complaints or concerns
 - Complying with this Child Safety Code of Conduct relating to physical contact with children
 - Working with children in an open and transparent way
 - Respecting the privacy of children and their families, and only disclosing information to people who have a need to know
 - Promoting self confidence
6. Yarraville West Primary School staff, volunteers and external provider must **NOT**:
 - Seek to use children in any way to meet the needs of adults
 - Ignore or disregard any concerns, suspicions or disclosures of child abuse
 - Use prejudice, oppressive behaviour or language with children
 - Engage in rough physical games
 - Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
 - Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves
 - Exchange personal contact details such as **personal** phone numbers, social networking sites or email addresses with children
 - Have unauthorised contact with children online or by phone
 - Contact any child at this school by any form of social media. Staff should endeavor to ensure that their accounts are set to 'private'. Staff should not respond if children try to make contact with them online
 - Download inappropriate material
 - Raise their voices inappropriately
 - Use inappropriate language in the presence of children
 - Apply inappropriate consequences for behaviour

7. Staff, volunteers and external providers should avoid unnecessary physical contact with children.
8. The school has identified that the following are **some acceptable examples** of physical contact:
 - Escorting a young, uncertain child, by holding their hand
 - Rendering first aid
 - Comforting a distressed child
 - Assisting children with disabilities to complete physical tasks
 - Demonstrating/reinforcing a skill eg showing a student how to hold a bat during PE
9. Induction procedures or manuals for new staff, volunteers and external providers will include information about the Child Safety Code of Conduct.
10. The school will conduct training for staff to ensure that everyone involved with the school understands the requirements of the Code of Conduct and are clear about what to do when someone breaches it.
11. Adults will be advised that if they become aware of any risks other adults may pose to children, or that children may pose to each other, in both physical and online environments, they should inform a member of the Leadership Team as soon as practicable.
12. The Child Safety Code of Conduct will be displayed prominently in various locations throughout the school and posted on the school website.
13. All staff should be aware that unsatisfactory performance procedures in relation to the Child Safety Code of Conduct may be applied as per the Victorian Government Schools Agreement 2013, Schedule 5.
14. If a volunteer or external provider does not comply with the expected standard of behaviour, the Principal will discuss their behaviour with them. Noncompliance may lead to disciplinary action being taken. Unacceptable behaviour by volunteers and external providers may lead to a ban their assistance/services. This will be at the discretion of the Principal.
15. The school will ensure that procedure for raising and managing complaints and consequences for breaching of the Child Safety Code of Conduct, are known and understood by everyone. For specific procedures, please refer to the school's Parents Complaints Procedure or the Child Safe Policy.
16. For particularly high-risk activities, such as overnight camps, the school will determine whether or not a specific Code of Conduct is required. A specific Code of Conduct may be required if, for example, parents were to go on Camps.

Evaluation

This Child Safety Code of Conduct will be reviewed after the completion of the child safe review process. It will then be reviewed as part of the YWPS School Council's three year cycle or if guidelines change.

This document which addresses Standard 3 of the Child Safe Standards was ratified on 26th October 2016.

CHILD SAFETY CODE OF CONDUCT AGREEMENT

I have read and understood this Child Safety Code of Conduct and agree to abide by it at all times.

NAME:

SIGNATURE:

DATE:

PRINCIPAL: Carole Tempany

SIGNATURE:

DATE: