

Child Safe Code of Conduct for the Community



All staff, parent helpers, volunteers, tradespeople and School Council members of Weeden Heights Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of students, as noted below.

The child safe standards require Weeden Heights Primary School to have a Code of Conduct that establishes clear expectations for appropriate behaviour with students. A Code of Conduct can help enforce appropriate behaviour with students and to help protect them from abuse.

This Code of Conduct outlines expected standards for appropriate behaviour with and in the company of students, including online conduct. The policy is used:

- as part of induction training for new leadership members, staff and volunteers
- as part of refresher training for existing leadership members, staff and volunteers
- to inform parents/carers and other persons associated with the organisation what behaviour they can expect from the organisation's leadership, staff and volunteers
- to support and inform organisational protocols and reporting procedures should breaches of the code be suspected or identified
- to be included as a reference in employment advertisements and contracts to ensure compliance.

All personnel of Weeden Heights Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of students by:

- adhering to Weeden Heights Primary School's Child Safe Policy at all times
- taking all reasonable steps to protect students from abuse
- treating everyone with respect
- listening and responding to the views and concerns of students, 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 students (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of students 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 Weeden Heights Primary School's Child Safety Officer, the Principal, and ensure any allegation is reported to the police or child protection
- reporting any child safety concerns to Weeden Heights Primary School Child Safety Officer, the Principal

- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging students to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff, volunteers, visiting educators or tradespeople must not:

- develop any 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students)
- exhibit behaviours with students which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- put students at risk of abuse (for example, by locking doors)
- do things of a personal nature that a student can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of students (for example, personal social activities)
- use inappropriate language in the presence of students
- express personal views on cultures, race or sexuality in the presence of students
- discriminate against any student, including because of culture, race, ethnicity or disability
- have contact with a student or their family outside of our organisation without our child safety officer's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate)
 - staff and volunteers with students who are enrolled at the school who have contact with Weeden Heights Primary School students outside of the workplace, must adhere to all Weeden Heights Primary School policies and codes of conduct when doing so
 - staff or volunteers that work with enrolled Weeden Heights Primary School students outside of the school, for example basketball or netball coach, must adhere to all Weeden Heights Primary School policies and codes of conduct when doing so
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters, communication apps)
 - staff and volunteers with students who are enrolled at the school who have contact with Weeden Heights Primary School students outside of the workplace, must adhere to all Weeden Heights Primary School policies and codes of conduct when doing so
 - staff or volunteers that work with enrolled Weeden Heights Primary School students outside of the school, for example basketball or netball coach, must adhere to all Weeden Heights Primary School policies and codes of conduct when doing so
- ignore or disregard any suspected or disclosed child abuse.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to Weeden Heights Primary School Child Safety Officer, the Principal.

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

- Further information on child safe standards can be found on the Department of Health and Human Services website www.dhs.vic.gov.au/about-the-department/plans.-programs-

[and-projects/projects-and-initiatives/children.-youth-and-family-services/creating-child-safe-organisations](#)

- Additional resources for organisations in the child safe standards toolkit can be found on the Department of Health and Human Services www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards . In particular, An Overview to the Victorian Child safe has information to help organisations understand the requirements of each of the child safe standards, including examples of measures organisations can put in place, a self-audit tool and a glossary of key terms: www.dhs.vic.gov.au/_data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc
- **Registered schools** can contact the Department of Education and Training: child.safe.schools@edumail.vic.gov.au
- Early childhood services operating under the *National Quality Framework* or *Children's Services Act 1996* should contact: licensed.childrens.services@edumail.vic.gov.au
- Licensed children's services enquiry line: 1300 307 415