



# **TOORAK PRIMARY SCHOOL CHILD SAFE CODE OF CONDUCT AGREEMENT FOR STAFF AND VOLUNTEERS**

## **CHILD SAFE STANDARD 3**

### **Child Safety – Acceptable and Unacceptable behaviours**

TPS is committed to the safety, wellbeing and inclusion of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment that 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 behaviour 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 TPS will support 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, Assistant Principal and school leaders of TPS will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers 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.

#### **Acceptable Behaviours**

As 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:

- adhering to the TPS child safe policy at all times / upholding the TPS statement of commitment to child safety at all time
- taking all reasonable steps to protect children from abuse
- treating everyone 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 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 all children
- ensuring as far as practicable that adults are not left alone with a child
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- reporting any allegations of child abuse to TPS Child Safety Officer -Principal / leadership, and ensure any allegation is reported to the police or child protection
- if an allegation of child abuse is suspected, ensuring as quickly as possible that the students are safe and protected from harm
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

This statement will be reviewed as part of the school's annual review cycle. This statement was last ratified by School Council in May 2017.

## 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 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

### THE FOLLOWING ARE NOT IN THE EXEMPLAR CLAUSE PROVIDED ON THE PROTECT SITE -

- 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
- talk about other children or school community members inappropriately in the presence of children or with other parents
- 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
- have contact with a child 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.
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to TPS Child Safety Officer - Principal / leadership.

**If you believe a child is at immediate risk of abuse, phone 000 (triple zero).**

I agree to adhere to this Code of Conduct:

Name: .....

Signature: .....

Date: .....

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