



## ASCOT VALE PRIMARY SCHOOL CHILD SAFE STANDARD 3- CHILD SAFETY CODE OF CONDUCT

Developed July-November 2016.

Passed by School Council 19th December 2016

### INTENT OF CHILD SAFE STANDARD 3

Child Safe Standard 3 requires schools to develop a child safety code of conduct.

#### Introduction

Standard three has four specific requirements. They are that the code of conduct:

1. has the objective of promoting child safety in the school environment
2. sets standards about the ways in which school staff are expected to behave with children
3. takes into account the interests of school staff (including other professional or occupational codes of conduct that regulate particular school staff such as registered teachers), and the needs of all children, and
4. is consistent with the school's child safety strategies, policies and procedures as revised from time to time.

#### **Purpose**

This Code of Conduct must be read and agreed to by all staff and volunteers, in conjunction with the Ascot Vale PS Statement of Commitment. An agreement form is on the last page of this document. This Code of Conduct does not replace any legislative or regulatory obligations or other professional or occupational codes of conduct that regulate particular staff at the school. For example, the Victorian Institute of Teaching (VIT) *Victorian Teaching Profession Codes of Conduct and Ethics* provides clarity regarding professional behaviour expected of teachers at all times. This Code of Conduct specifies behaviour unacceptable for a professional relationship between a teacher and a student. The VIT code provides a useful guide to appropriate behaviour for all school staff.

**Staff, volunteers (including School Council members), contractors and visitors of Ascot Vale Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below, and are all responsible for supporting the safety, participation, wellbeing and empowerment of children by:**

#### **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 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 children from abuse
- treating everyone in the school community 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 or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children, children with culturally and/or linguistically diverse backgrounds and children with a disability
- ensuring as far as practicable that adults are not 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 or other child safety concerns to the school's leadership team
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe and protected from harm
- 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

### **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 suspected or disclosed child abuse
- develop any relationships with children that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts or treats)
- exhibit behaviours with children which may be construed 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
- put children at risk of abuse
- initiate unnecessary physical contact which children or do things of a personal nature that a child can do for themselves, such as, but not limited to, toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children
- 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, due to age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of school without the school's Principal Class Officers' knowledge and/or consent or the School Council's approval (for example, but not limited to, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching). Accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child (including by social media, email, instant messaging etc) or their family (unless necessary e.g. by providing families with e-newsletters or assisting students with their school work)
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or personal email addresses
- photograph or video a child without the consent of the parent or guardians
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances.

**By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Ascot Vale Primary School Principal or Assistant Principal.**

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

Further information

**Victorian Registration and Qualifications Authority**

Child safe standards website (all schools): [www.vrqa.vic.gov.au/childsafestandards](http://www.vrqa.vic.gov.au/childsafestandards)

**Government Schools**

Website: [www.education.vic.gov.au/childhood/providers/regulation/Pages/childsafestandards](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/childsafestandards)

Email: [child.safe.schools@edumail.vic.gov.au](mailto:child.safe.schools@edumail.vic.gov.au)

**The Victorian Institute of Teaching**

For Victorian Teaching Profession Codes of Conduct and Ethics and information about employer responsibilities to report action taken against registered teachers in response to allegations and concerns about registered teachers.

Website: [www.vit.edu.au](http://www.vit.edu.au)

**Acknowledgements**

- State Government of Victoria, Commissioner for Children and Young People, Version 2, 2015 [\*A Guide for Creating a Child Safe Organisation\*](#)
- Moores and ourcommunity.com.au, Institute of Community Directors Australia 2016, [\*Child Protection Toolkit: What Every Not-for-Profit Organisation Must Do Now\*](#)
- Child Wise, [\*12 Steps to Building Child Safe Organisations\*](#)
- State Government of Victoria, Department of Health and Human Services, 2015 [\*Code of Conduct: Toolkit Resource Three\*](#)
- Victorian Institute of Teaching, [\*Victorian Teaching Profession Codes of Conduct and Ethics\*](#)



I agree to adhere to the AVPS Child Safety Code of Conduct:

Name: .....

Signature: .....

Date: .....

<expiry date – 12 months>