



## CHILD SAFETY CODE OF CONDUCT



### Help for non-English speakers

If you need help to understand this policy, please contact our front office staff (03) 9584 5805 or [kingston.heath.ps@education.vic.gov.au](mailto:kingston.heath.ps@education.vic.gov.au).

### Purpose

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Kingston Heath Primary School staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

### Acceptable behaviours

As Kingston Heath Primary School, staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- always upholding our Kingston Heath Primary School commitment to child safety and adhering to our Child Safety and Wellbeing Policy which includes zero tolerance for child abuse
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- taking all reasonable steps to protect children from abuse including ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult
- reporting any allegations of child abuse or other child safety concerns to the Principal, Assistant Principal or the Child Safety Champion
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures and the [PROTECT Four Critical Actions](#).
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

## Unacceptable behaviours

As Kingston Heath Primary School, staff, volunteers, contractors and members of our school community involved in child-connected work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context (any form of physical violence or threats of violence; the use of inappropriate or profane words, gestures and images; handling, pushing or otherwise physically engaging with students in a manner which is not wholly necessary in order to keep a child safe)
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student 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 schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

## Breaches to the Child Safety Code of Conduct

All Kingston Heath Primary School staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training. Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Kingston Heath Primary School Child Safety Code of Conduct must be reported to the principal and assistant principal. If the breach or suspected breach relates to the principal, contact the South Eastern Victoria Region Phone: [1300 338 738](tel:1300338738) Email: [sevr@education.vic.gov.au](mailto:sevr@education.vic.gov.au)

## Approval and review

<b>Date created</b>	June 2022, in line with new Child Safe Standards introduced from 1st July 2022
<b>Consultation</b>	School Council – September 2022 School Community incl feedback sought via Newsletter – August 2022
<b>Endorsed by/on</b>	Principal, June 2022
<b>Endorsed by/on</b>	Endorsed by School Council, April 2024
<b>Next review date</b>	Review required every 2 years, next due April 2026

## APPENDIX



### **ALL VISITORS ARE REQUIRED TO SIGN IN DIGITALLY USING THE COMPASS KIOSK AT THE ADMINISTRATION OFFICE, AND AGREE TO THE FOLLOWING ---**

All staff and visitors (including parents, volunteers and contractors) of this 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 this school are responsible for supporting the safety, participation, wellbeing and empowerment of children by:**

- adhering to this school's child safe policy at all times upholding this school's statement of commitment to child safety at all time - available on the school's website or in hardcopy by request to the administration office
- 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 child safety concern or allegations of child abuse to this school's leadership immediately

#### **Staff and visitors 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.)
- put children at risk of abuse (for example, by locking doors or being alone with an adult)
- 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
- 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 leadership's knowledge and/or consent (for example, no babysitting)
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- 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 this school's leadership.

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