

Child Safety Code of Conduct



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Purpose

The Good Shepherd Lutheran Primary School Child Safety Code of Conduct outlines appropriate and expected standards of behaviour for all adults in the School community towards children. It serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the School environment.

Scope

The Child Safety Code of Conduct applies to all adults in the School community, including:

- Board Directors
- the Principal and the Executive Team
- Staff members, including non-teaching Staff and temporary or casual Staff
- Volunteers
- Contractors (including External Education Providers)
- Pre-service teachers on placement at the School
- parents/carers and other adult family members of students
- visitors

together referred to as “the School Community” for the purposes of this Child Safety Code of Conduct.

The Child Safety Code of Conduct applies in all School environments. School environments include the following physical, virtual and online places used during or outside school hours:

- the School Campus
- online or virtual School environments made available for use by a student (including email, intranet systems, software applications, collaboration tools and online services)
- other locations provided by the School or through a third-party provider for a student to use, including but not limited to:
 - camps
 - excursions
 - sporting events, competitions and other events.

The Child Safety Code of Conduct

Each member of the school community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour:

Do:

- ✓ • Uphold and act in accordance with Good Shepherd Lutheran Primary School's Child Safe Policy at all times.
- ✓ • Comply with applicable guidelines published by the School with respect to child safety, such as the Staff and Student Professional Boundaries Policy.
- ✓ • Behave as a positive role model to students.
- ✓ • Promote the safety, welfare and wellbeing of students.
- ✓ • Be vigilant and proactive with regard to student safety and wellbeing, including child protection issues.
- ✓ • Provide age-appropriate supervision for students.
- ✓ • Treat all students with respect.
- ✓ • Promote the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, students who are unable to live at home and students who identify as LGBTQIQ+.
- ✓ • Use positive and affirming language towards students.
- ✓ • Encourage students to 'have a say' and participate, and listen to them with respect.
- ✓ • Respect cultural, religious and political differences.
- ✓ • Help provide an open, safe and supportive environment for all students to interact, and socialise.
- ✓ • Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- ✓ • Report any breaches of this Child Safety Code of Conduct.
- ✓ • Report concerns about child safety to one of the School's Child Safe Officers and ensure that your legal obligations to externally report child abuse or other harm are met.
- ✓ • Where an allegation of child abuse or other harm is made, ensure as quickly as possible that the student involved is safe.
- ✓ • Call the Police on 000 if you have immediate concerns for a student's safety.
- ✓ • Respect the privacy of students and their families and only disclose information to people who have a need to know.

Do Not:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Engage in prejudicial or oppressive behaviour or use inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students.
- Treat a student unfavourably because of their age, gender, race, culture, disability, sexuality or vulnerability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means (other than as expressly outlined in our Restraint of Students Policy) or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student who is not your own child.
- Engage in activities with a student who is not your own child, outside of school hours and without permission from the student's parent/carer.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Post identifying information about a student online unless it is necessary for the School's activities or you have consent from the student and/or their parents/guardians. Identifying information includes things such as the student's: full name; age; e-mail address; telephone number; residence; school; or details of a club or group that they may attend.
- Ignore or disregard any suspected or disclosed child abuse or other harm.

Agreement to the Child Safety Code of Conduct

The School provides a copy of the Child Safety Code of Conduct to all Staff, relevant Volunteers and relevant Contractors at induction, or otherwise prior to them commencing work at the School. The School also communicates it via refresher training at regular intervals for all Staff, as well as Direct Contact and Regular Volunteers.

All Staff, as well as Direct Contact and Regular Volunteers must sign an agreement to adhere to the Child Safety Code of Conduct prior to commencing work at School.

Consequences for Breaching the Child Safety Code of Conduct

Staff, including the Executive Team and Principal, Volunteers and Contractors who breach this Code of Conduct may be subject to disciplinary actions that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- appointment to an alternate role
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

Where any other member of the School Community breaches any obligation, duty or responsibility within our Child Safety Code of Conduct, the School will take appropriate action.

Report Any Concerns

Staff

It is the School's policy that any breach of the Child Safety Code of Conduct is a child safety incident. Therefore, all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, any breach of this Code of Conduct must report their concern internally and, if required, also externally.

Staff who, in good faith, make an internal report alleging a breach of the Child Safety Code of Conduct will be protected from victimisation or other adverse consequences.

Our Child Safety Program includes information for Staff, Volunteers and Contractors about how to identify key indicators of child abuse or other harm and how to report child safety incidents or concerns internally. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant authorities. For more information, refer to our procedures for **Responding to Child Safety Incidents and Reporting**.

Students

The School provides students with information and encourages them to use multiple pathways to raise child safety incidents or concerns, including breaches of the Child Safety Code of Conduct. These include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

Parents/Carers, Family Members or Other Community Members

Parents/carers, family members or other community members who witness or suspect that there has been a breach of this Code of Conduct, or have concerns that a child associated with the School may be subject to abuse or harm from a member of Staff, a Volunteer or a Contractor, should contact:

- the School's Senior Child Safe Officer, Jacinta Fry, by phoning 9726 2900 or by emailing jacinta.fry@gsmps.vic.edu.au, or
- the Principal, or
- if the concern relates to the Principal, the Chair of Board.

Communications will be treated confidentially on a 'need to know basis'.

Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.

Review

This policy will be reviewed at least every two years, or as required by legislation.

Approval

Created date	1 July 2022
Endorsed by	Good Shepherd Lutheran Primary School Board
Endorsed on	21 July 2022
Next review date	1 July 2024