



# Code of Conduct

**Date of Policy:**

**Date of last major review:**

**Date of next major review:**

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## Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at Cudgee Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors and school council members at Cudgee Primary School are expected to actively contribute to a school culture that respects the dignity of its members and follows the school's core values. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

## Acceptable behaviours

All staff, volunteers, contractors and school council members are responsible for supporting 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 students from abuse
- treating everyone in the school community 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 or that they are worried about their safety/or the safety of another child.
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- 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 alone with a child (where not practical ensure that the space is as open and visible as possible)
- reporting any allegations of child abuse and/or child safety concerns to the school's leadership
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 and Children, Youth and Families Act 2005.
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- 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

All staff, volunteers, contractors and school council members must not:

- ignore or disregard any suspected or disclosed child abuse

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment of specific children)
- exhibit or initiate behaviours with children that may be construed as unnecessarily physical contact (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- engage in open discussion 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 age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- contact students outside of school hours (excluding school sanctioned activities)
- have any online contact with the child (including by social media, email, instant messaging etc. unless for educational purposes) or their family (unless necessary eg 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 with students, such as phone number, social networking sites or personal email addresses
- photograph or video a child without the consent of the parent or guardians
- post photographs online that identify students by name
- respect the wishes of other school community members when publishing photos
- tag or identify staff in personal online communication
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or school events in the presence of children (unless a motion has been passed for specific school council organised events)

## Special Considerations

All staff, volunteers and school council members must ensure:

- that at swimming events, changing of children is supervised by at least one adult and monitored by an additional adult in change rooms.
- that at school camps and excursions, children are adequately supervised on site and when using public toilets and spaces.
- that bus drivers employed to transport children for school activities have WWCC documentation
- that where practical any first aid required to sensitive areas, parents should be contacted first for advice and 2 staff members are present. Staff will explain and ask permission for any first aid treatment.

Given the nature of the small school community we recognise that family relationships exist outside of the school environment and the above guidelines don't relate to other activities that are clearly not related to school business.

## Reporting and Raising Concerns

All staff, volunteers, contractors and school council members must follow:

- the school Mandatory Reporting Policy guidelines
- the Child Safe Policy reporting and responding guidelines.

I, \_\_\_\_\_, confirm I have been provided with a copy of the above Code of Conduct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_