



## Child Safe Code of Conduct

*(Ratified by School Council: May 2017)*

*All staff, volunteers and School Councillors of Glen Waverley Primary 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 Glen Waverley Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by:**

- adhering to the School's *Child Safe Policy and Code of Conduct* at all times 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 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 allegations of child abuse or child safety concerns to the Principal or Assistant Principals and ensure that any allegation is then reported to the police or [Child Protection](#)
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

**Staff and volunteers 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.
- put children at risk of abuse due to their physical environment (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes (for example, these personal tasks should be discussed with or done by a parent if required)
- 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 deliberate contact with a child or their family outside of school without the direct knowledge of the Principal 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 that is not related to the school (for example, providing families with e-newsletters or emailing a parent regarding personal learning goals is acceptable but befriending a family or child through social media is not acceptable)
- ignore or disregard any suspected or disclosed child abuse.

***By observing these standards all staff and volunteers acknowledge that:***

- ***we have a personal responsibility*** to adhere to and promote child safe principles and appropriate behaviour towards and in the company of children
- ***we have a collective responsibility*** to immediately report any breach of this code to the Principal of Glen Waverley Primary School (or in their absence the Assistant Principals, or in the absence of the principal class members, report to a Leading Teacher or a Teaching and Learning Leader who would immediately contact the Principal for further advice).

### **Strategies That Promote Child Empowerment and Participation**

The School's *Student Engagement and Wellbeing Policy* details expectations of all members of the Glen Waverley Primary School learning community.

Areas of specific reference are:

- a) ***Standards of Behaviour for students attending the School:*** which are outlined in the Glen Waverley Primary School "Student Code of Conduct"
- b) ***Healthy and Respectful Relationships:*** which are explicitly taught as part of the School's "You Can Do It" social/emotional learning program and complemented by year level specific programs through [Relationships Australia](#) and [Family Life](#).
- c) ***Resilience:*** which is explicitly taught as a Key to Success through the [You Can Do It Program](#).
- d) ***Child Abuse Awareness and Prevention:*** information of which is shared with the learning community through the school's website and relevant parent and student forums.

### **Fair Procedures for Personnel**

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our [incident reporting form](#), including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates on progress and any actions we take as a school to the relevant services, the Regional Office and where appropriate the children and families.

### **Privacy**

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it. Queries regarding the storage of and access to information can be made to the Principal.

### **Statement of Adherence to the Child Safe Code of Conduct**

The statement below is a condition upon which all staff and volunteers must sign and agree when joining the school. ***Through engagement with the school as a staff member or a volunteer I expressly commit to adhere to the Glen Waverley Primary School Child Safe Code of Conduct.***

Review – This document will be reviewed annually by the Education Sub-Committee