



# Talbot Primary School

## Child Safe Code of Conduct

Approved: 22<sup>nd</sup> August 2019

### Code of Conduct:

All staff and volunteers of Talbot Primary School 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 and board/ school council members are responsible for supporting the safety of children by:

- Adhering to Talbot Primary School 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
- 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 (eg: never questioning an Aboriginal or Torres Strait Islander child's self-identification)
- Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (eg: by having zero tolerance of discrimination)
- Promoting the safety, participation and empowerment of children with a disability (eg: during personal care activities)
- Ensuring as far as practicable that adults are not alone with children
- Reporting any allegation of child abuse to the school's Principal
- Understanding and complying with all reporting obligations as they relate to Mandatory Reporting and reporting under the Crimes Act 1958
- Reporting any child safety concerns to the school's Principal or teacher
- If an allegation of child abuse is made, ensuring as quickly as possible that the child/ children are safe

#### UNACCEPTABLE BEHAVIOURS:

All staff and volunteers must not:

- Ignore or disregard any suspected or disclosed child abuse
- Develop any 'special' relationships with children that could be seen as favouritism (eg: the offering of gifts or special treatment for specific children)
- Exhibit behaviours with children which may be construed as unnecessarily physical (eg: inappropriate sitting on laps)
- Put children at risk of abuse (eg: by locking doors)
- Initiate unnecessary physical contact with children or 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 (eg: 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
- Have contact with a child or their family outside of school without the Principal's knowledge or consent or approval to preform unauthorised after hours tutoring, private instrumental/ other lessons or sport coaching etc. (School staff only).
- Have any online contact with a child (including social media, email, instant messaging etc) or their family (unless necessary eg: 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 email addresses
- Photograph or video a child without the consent of the parent or guardian

- Work with children whilst under the influence of alcohol or illegal drugs
- Consume alcohol or illegal drugs at school or at school events in the presence of children

**Response and Consequences to Incidents of Disclosures and Suspicions of Child Abuse**

**1. Respond to Emergency**

If a child is at immediate risk of harm you must ensure their safety by:

Separating alleged victims and others involved

Administering first aid

Calling 000 for urgent medical and/or police to respond to immediate health or safety concerns

Identifying a contact person at the school for future liaison with Police.

**2. Report to Authorities**

<p><b>Suspected abuse from WITHIN THE SCHOOL</b></p> <p><b>Victoria Police</b> You must report all instances of suspected child abuse involving a school staff member, contractor or volunteer to Victoria Police.</p> <p><b>School Principal and / or leadership team</b> must be notified. Report Department of Education <b>Employee Conduct Branch</b> Report to <b>DET Security Service Unit</b> on 1800 126 126</p>	<p><b>Suspected abuse within WITH IN THE FAMILY OR COMMUNITY</b></p> <p><b>DHHS Child Protection</b> You must report to Child Protection if a child is considered to be:</p> <ul style="list-style-type: none"> <li>• In need of protection from child abuse</li> <li>• At risk of being harmed (or has been harmed) and the harm has had, or is likely to have a serious impact on the child safety, stability or development.</li> </ul> <p><b>Victoria Police</b> You must also report all instances of suspected sexual abuse (including grooming) to Victoria Police.</p> <p><b>School Principal and / or leadership team</b> must be notified.  Report to <b>DET Security Service Unit</b> on 1800 126 126</p>
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In a situation that a staff member or volunteer is suspected of committing child abuse the Principal or Leadership Team will follow the advice of the Victorian Police, DET Security Service Unit or the Employee Conduct Branch.

All adults suspected of committing child abuse on school premises or on a camp or excursion will not be on school property or in contact with children in the schools care until the issue is resolved.

**3. Contacting Parents/ Carers**

The Principal **must** consult with DHHS Child Protection or Victoria Police to determine what information can be shared with parents/carers. They may advise:

- **not to contact** the parents/ carer (e.g. in circumstances where the parents are alleged to have engaged in the abuse, or the child is a mature minor and does not wish for their parent/carer to be contacted)
- **to contact** the parents/carers and provide agreed information (this must be done as soon as possible, preferably on the same day of the incident, disclosure or suspicion).

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

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

**Chrissy Drummond**  
PRINCIPAL

**Amanda Conn**  
SCHOOL COUNCIL PRESIDENT