

## CLYDE PRIMARY SCHOOL CHILD SAFE CODE OF CONDUCT

Standard three (clause nine of the Ministerial Order) requires that the school governing authority develop, endorse and make publicly available a code for all school staff and volunteers.

The following Child Safety Code of Conduct clearly spells out the professional boundaries and acceptable and unacceptable **adult/child relationships and behaviours**. All staff members, including volunteers at Clyde Primary School are expected to have read and to implement the following do's and don'ts at all times.

Do's	Don'ts
<ol style="list-style-type: none"> <li>1. Adhere to the school's Child Safe policy and uphold the school's commitment to zero tolerance of child abuse at all times.</li> <li>2. Maintain professional adult/child relationships whether at school or not.</li> <li>3. Treat everyone in the school community with respect.</li> <li>4. Listen and respond 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.</li> <li>5. Be mindful an adult's response to a child's behaviour or circumstance should be commensurate with the child's age and vulnerability and the adult's responsibility for the care, safety and welfare of the child.</li> <li>6. Ensure that when operating reward systems, the methods and criteria for selection of children for awards/gifts are fair and transparent and/or part of the agreed behaviour management policy.</li> <li>7. Be aware that consistently conferring special attention and favour upon a child might be construed as part of a grooming process, and as such will give rise to concerns about behaviour.</li> <li>8. Adhere to the school's behaviour management policy and only use physical intervention in exceptional circumstances and as a last resort; try to defuse situations before they escalate.</li> <li>9. Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children.</li> <li>10. Promote the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination).</li> </ol>	<ol style="list-style-type: none"> <li>1. Don't discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.</li> <li>2. Don't express personal views on cultures, race or sexuality in the presence of children.</li> <li>3. Don't ignore or disregard any suspected or disclosed child abuse.</li> <li>4. Don't use any form of degrading treatment such as sarcasm or insensitive comments to punish a child and never use corporal punishment.</li> <li>5. Don't develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children).</li> <li>6. Don't exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps or horse play).</li> <li>7. Don't 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.</li> <li>8. Don't engage in open discussions of a mature or adult nature in the presence of children such as personal social activities.</li> <li>9. Don't use inappropriate language in the presence of children.</li> <li>10. Don't have contact with a child or their family outside of school for the purpose of after - hours tutoring, private instrumental/other lessons or sport coaching for instance without the school's leadership or child safety officer's knowledge and/or consent.</li> <li>11. Don't exchange personal contact details such as phone number, social networking sites or email addresses.</li> </ol>

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<ol style="list-style-type: none"> <li>11. Be aware of cultural or religious views about touching and be sensitive to issues of gender.</li> <li>12. Promote the safety, participation and empowerment of children with a disability (for example, during personal care activities).</li> <li>13. Ensure as far as practicable that adults are not alone with a child unless there is line of sight to other adults.</li> <li>14. Report any child safety concerns or allegations of child abuse to the school's leadership team or Child Safety Officer.</li> <li>15. Understand and comply with all reporting obligations as they relate to mandatory reporting and reporting under the <i>Crimes Act 1958</i>.</li> <li>16. If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe.</li> <li>17. Report 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.</li> <li>18. Where a child initiates inappropriate physical contact, sensitively deter them and help them understand the importance of personal boundaries.</li> <li>19. Record all interactions and share them with a member of the leadership team.</li> <li>20. Ensure that children are not exposed to unsuitable material through Information Communication Technology.</li> </ol>	<ol style="list-style-type: none"> <li>11. Don't have any online contact with a child (including by social media, email, instant messaging etc) or their family (unless necessary eg by providing families with e-newsletters or assisting students with their school work).</li> <li>12. Don't use any personal communication channels/device such as a personal email account.</li> <li>13. Don't photograph or video a child without the consent of the parent or guardians.</li> <li>14. Don't work with children whilst under the influence of alcohol or illegal drugs.</li> <li>15. Don't consume alcohol or drugs at school or at school events in the presence of children.</li> <li>16. Don't shower, bathe or change in the same place as children when on camp or at swimming events.</li> <li>17. Don't share bedrooms on overnight camps unless it is a dormitory situation and the arrangements have been agreed with the school leadership team, parents and children.</li> <li>18. Don't offer lifts outside normal working duties unless this has been brought to the attention of the school leadership and been agreed with parents in writing.</li> </ol>