

# ***WPS – CHILD SAFETY***

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# ***CODE OF CONDUCT***

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**For Period:  
October 2016 – October 2018**

Wandong Primary School Child Safety Code of Conduct is intended to promote child safety in the school environment. It spells out professional boundaries and acceptable and unacceptable adult/child relationships and behaviours. It assists the school, its staff and volunteers to raise behavioural issues.

Wandong Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Wandong Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly school and other learning environments. The Principal and school leaders of Wandong Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and the use of digital technology and social media.

## **ACCEPTABLE BEHAVIOURS**

All staff, volunteers, contractors, and any other member of the school community involved in child-related work are individually responsible for supporting and promoting the safety of children by:

- upholding the school's statement of commitment to child safety at all times, and adhering to the school's child safe policy
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities
- listening and responding to the views, concerns and/or behaviours of students, particularly if they are telling you that they, or another child, has been abused or that they are worried about their safety and/or the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- ensuring, as far as practicable, that adults are not alone with a child
- reporting any allegations of child abuse or other child safety concerns to the school principal and/or the student wellbeing coordinator
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse
- ensuring, as quickly as possible, in consultation with appropriate authorities/DET staff that the student(s) is/are safe and protected from harm, if child abuse is suspected
- 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**

As staff, volunteers, contractors, and any other member of the school community involved in child-related work **we must not:**

- put students at risk of abuse (for example, 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)
- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)

- use inappropriate language in the presence of children
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school social media policy or where required for duty of care purposes
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol contrary to school policy or take illicit drugs under any circumstances in the school environment or at other school events where students are present

Wandong Primary School Code of Conduct covers, where applicable, all school activities, including camps, excursions, provision of counselling services, delivery of first aid, bus travel and the delivery of specialised support services. The school recognises the difficulties of ensuring two staff are available with every child interaction and will work diligently to protect the safety and wellbeing of all students.

All staff will be made aware of this policy at the beginning of the school year.

### **REPORTING AND RAISING CONCERNS**

The safety and wellbeing of children and young people is reliant upon respectful relationships with staff and appropriate interaction with volunteers and contractors.

- All staff have a duty of care to report or raise any concerns they have in relation to a child's safety and/or wellbeing
- All staff have a duty of care to report or raise any concerns involving a staff member, volunteer or contractor

The process for raising concerns are outlined in the flow chart below.



# WPS Reporting Concerns

## Child Safety and Social and Emotional Wellbeing

**You have a suspicion/concern about a child's social and emotional wellbeing or safety because you have:**

- *observed a considerable change in behaviour over a period of time*
- *received information regarding a change in the child's home environment*
- *received a disclosure from a child about emotional, physical or sexual abuse or other types of abuse or neglect*
- *observed indicators of physical or sexual abuse or other types of abuse or neglect*
- *been made aware of possible harm via your involvement in the community external to your professional role*



**YES**

Do your concerns relate to a child in need of immediate protection, or have you formed a belief that a child is at significant risk of harm? If your concerns relate to physical and sexual abuse, then it is **mandatory to make a report based on all known facts.**

**YES**



Discuss your concerns with the :

- School Principal
- Assistant Principal OR
- Student Wellbeing Coordinator

They will support you in contacting your local protection intake provider to report your concerns about any physical or sexual abuse.

Make, secure, and retain records of the allegation of child abuse and the school's response to this.

### [DHHS Child Protection](#)

Have notes ready with your observations, together with child and family details.

*Please note that fulfilling the roles and responsibilities in the procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.*

**If you have a suspicion/concern about the behaviour of a staff member, volunteer or contractor discuss these concerns directly with one of the following members of school leadership:**

- school principal
- assistant principal OR
- student wellbeing coordinator



**NO**

Do you have other concerns about a child's social and emotional wellbeing?



**YES**

Fill in a Wellbeing Referral form and pass onto the Student Wellbeing Coordinator.

Student Wellbeing Coordinator will filter concerns by providing the following supports where necessary:

- hold meeting with parents
- discuss concerns with SSSO and/or school chaplain
- provide support to classroom teachers in writing referral letters to outside agencies
- organise any relevant assessments
- work alongside classroom teacher to support child and/or family where necessary

**REVIEW**

This policy will be reviewed every two years and/or following any significant incidents. Staff, families and children have the opportunity to contribute. Where possible, we do our best to work with local Aboriginal and Torres Strait Islander communities, culturally and/or linguistically diverse communities and people with a disability.

**CERTIFICATION**

- This policy was adopted at the School Council meeting held at Wandong Primary School on Monday 17<sup>th</sup> October, 2016

Signed:

Signed:

School Council President

School Principal