



Safe Guarding Children and Young People

CODE OF CONDUCT

At Woodville Primary School, we believe in creating an inclusive school environment that is nurturing and forward thinking and that is a place where students feel safe, valued and listened to. This approach is reflected in our school guiding principles, which form the basis of our decisions and help us to positively shape our school environment to ensure we reflect this. For us to achieve our school expectations of: 'Together we achieve, Together we are Safe and Together we are Respectful' we have put in place a series of structures, programs and processes designed to promote student engagement, improve student attendance and enhance student connectedness. The school expectations are explicitly taught to all students and provide a common language across the school.

Purpose:

This Code of Conduct has a specific focus of safeguarding children and young people at Woodville 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 Woodville 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 (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of children with a disability
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse and/or child safety concerns to the school's principal class team
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- 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
- exhibit or initiate behaviours with children that may be construed as unnecessarily physical contact
- put children at risk of abuse
- engage in open discussion of a mature or adult nature in the presence of children
- 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 outside or their family outside the school without the school's leadership knowledge or consent of school council (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching) accidental contact, such as seeing people in the street, is appropriate
- have any online contact with the 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)
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or personal email addresses
- photograph or video a child without the consent of the parent or guardians
- 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

All adults – staff, volunteers, contractors and PFA and School Council members of Woodville Primary School must be given a copy of the code of conduct and sign documentation attesting to this. If any adult fails to sign they will be asked to leave the school immediately.

- This Code of Conduct will be reviewed annually

This Code of Conduct was last ratified by School Council in....

September 2016