

## **Child Safe Standard 3**

### **Child Safe Code Of Conduct Mackellar Primary School Staff/Contractors/Volunteers and Any Other Member of the Community involved in Child-related Work**

#### **Rationale**

Mackellar Primary School (MPS) 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.

The Child Safe 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 Mackellar 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 schools and other learning environments. The Principal and school leaders of Mackellar 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 is 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 in the use of digital technology and social media.

#### **Staff Code of Conduct Agreement**

All Mackellar Primary School, volunteers, contractors, and any other member of the school community involved in child-related work are responsible for supporting and promoting the safety, participation, and wellbeing and empowerment of children in a zero tolerance culture of child abuse and discrimination by agreeing to and adhering to the below standards of behaviour:

#### **I will:**

- adhere to all relevant Australian and Victorian legislation, MPS's Child Safe Policy at all times taking all reasonable steps to protect children from all forms of abuse or harm
- listen and respond appropriately to the views and concerns of children, particularly if they are communicating that they or another child has been abused and/or are worried about their safety or the safety of another





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- comply with MPS guidelines on physical contact with children (refer to: Teachers, Children & the Law – Part Two: Discipline, physical contact and relations with children)
- work with children in an open and transparent way (other adults should always know about the work you are doing with children)
- respect the privacy of children and their families by keeping all information regarding Child Protection concerns confidential, only discussing information with the relevant people to follow
- reporting procedure, and only disclosing information to people on a need to know basis
- ensure as far as practicable that adults (applies to any other member of the school community involved in child-related work), are not left alone with a child
- understand and comply with all reporting obligations as they relate to mandatory reporting under the Crimes Act 1958
- ensure as quickly as possible that the child(ren) is/are safe, if an allegation of child abuse or child safety is made
- report any allegations of child abuse or child safety concerns to the MPS Principal and/or Primary Welfare Officer and ensure any allegation is reported to the police or child protection
- raise any concerns with the Principal if risks to child safety are identified in any of the activities, facilities, structures, procedures or staffing practices at MPS
- 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
- respect a child's privacy in sensitive matters, such as health or family problems, and only reveal confidential matters when appropriate. That is:
  - to prevent or lessen a serious threat to life, health, safety or welfare of a person, including the child
  - as part of an investigation into unlawful activity
  - if the disclosure is required or mandated by law
  - to prevent a crime or enforce the law
- treat all children and young people and their families with respect and inclusivity, including listening to and valuing their ideas and opinions, regardless of race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, culture, property, disability or other status
- promote 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)



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- 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)
- promote the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- model appropriate adult behavior
- observe professional boundaries with children at all times, including when seeing a child from Mackellar Primary School outside the workplace
- encourage children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them
- work to create an environment which promotes mutual respect
- model and engage in respectful and impartial language
- protect children from intimidation, embarrassment, humiliation or harm
- enhance child autonomy and sense of self-worth and encourage children to develop and reflect on their own value
- refrain from discussing children's personal problems in situations where the information will not be treated confidentially.

**I will not:**

- condone or participate in behaviour with children that is illegal, unsafe or abusive
- seek to use children in any way to meet the needs of adults
- ignore or disregard any concerns, suspicions, suspected or disclosed child abuse
- exaggerate or trivialise child abuse issues
- use hurtful, discriminatory or offensive language with children
- engage in rough physical games
- initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- exhibit behaviours with children which may be construed as unnecessarily physical
- discriminate on the basis of age, sex, gender identity, race, culture or sexual orientation
- exchange personal contact details such as phone number, social networking site or email addresses with children
- have unauthorised contact with children and young people online or by phone
- exhibit or discrimination or favoritism on the basis of age, gender, race, culture, vulnerability or sexuality, ethnicity or disability
- use prejudice, oppressive behaviour or language with children
- use inappropriate language in the presence of children





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- express personal views on cultures, race or sexuality in the presence of children
- put children at risk of abuse (for example, by locking doors)
- photograph or video a child in a school environment, except in accordance with school policy or where required for duty of care purposes
- consume alcohol contrary to school policy or take illicit drugs under any circumstances in the school environment or at other school events where children are present.

**I have read this Code of Conduct and agree to abide by it at all times:**

**Name** \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date / /

**Name of Principal** \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date / /

**Name of Witness** \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date / /

### Consequences of Breaching the Code of Conduct

Staff, volunteers or contractors who breach this Code of Conduct may be subject to disciplinary actions that could include enhanced supervision, appointment to an alternate role, suspension or termination from the organisation.

The policy states the school should get consent before taking and publishing photos of a child. This applies every time a photo is taken. The same policy applies for excursions and school activities.

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx> .

The policy states the school must obtain school council approval before alcohol can be consumed on school grounds or at a school activity. The policy says staff members should not consume alcohol during camps and excursions. It is silent on whether they can consume alcohol at other school events where children are present, this is a matter that the school needs to decide upon – draft text is provided in the guidance fact sheet <http://www.education.vic.gov.au/school/principals/spag/safety/pages/alcohol.aspx>.



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## Resources and References:

Step by Step Guide to Reporting Child Abuse:

<https://www.education.vic.gov.au/Documents/childhood/providers/regulation/Stepbystepreportingtochildprotection.pdf>

- Commission for Children and Young People (2015) *A Guide for Creating a Child Safe Organisation 2.0*
- Department of Health and Human Services (2015) *Code of conduct: Child safe standards toolkit: resource three*
- Department of Training and Education – School Policy Advice Guide: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/alcohol.aspx>. accessed: 11 July 2016
- Department of Training and Education – School Policy Advice Guide: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx> accessed: 11 July 2016
- Our Community (2016) *Child Protection Tool Kit, What every not-for-profit organisation must do now*
- [Protecting the safety and wellbeing of children and young people](#)
- [Protecting Children - Mandatory Reporting and Other Obligations](#) - elearning module (log-in required)
- State of Victoria (2010) *Protecting the safety and wellbeing of children and young people: A joint protocol of the Department of Human Services Child Protection, Department of Education and Early Childhood Development, Licensed Children's Services and Victorian Schools*
- Victorian Institute of Teaching (2013) *Victorian Teaching Profession Codes of Conduct and Ethics*
- Victorian Government, Education & Reform Act 2006, Gazette No. S2, January 2016, *Child Safe Standards – Managing the Risk of Child Abuse in Schools*, Ministerial Order No. 870.
- Victorian Registration and Qualification Authority (2016) *Information Sheet. Child Safety Standard 3: Child safety code of conduct.*
- Victorian Registration and Qualification Authority (2016) *Information Sheet. Child Safety Standard 3: Child Safety Code of Conduct - acceptable and unacceptable behaviour.*



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## Evaluation

This policy will be reviewed as part of the school's three-year review cycle, following a significant incident if it occurs or if guidelines change. We will ensure that staff, children and families have the opportunity to contribute. Where possible, we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

This policy was ratified by School Council on .....

Name: .....

Signature: .....

### References:

Child Safe Standards Toolkit  
A Guide for Creating a Child Safe Standard Organisation – Fourth Edition  
Amplify - <https://www.education.vic.gov.au>

