

Child Safe - Code of Conduct - May 2024

(Child Safe Standard 3)

Lalor East 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 Lalor East 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 Lalor East 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 in the use of digital technology and social media.

Acceptable behaviour:

As staff, volunteers, contractors, and any other member of the school community involved in child-related work, individually, we are 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 safety and wellbeing 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 and concerns of students, 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 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 disabilities
- promoting the safety, participation and empowerment of children living in out of home care
- promoting the safety, participation and empowerment of children who identify as LGBTIQ
- promoting the safety, participation and empowerment of vulnerable students
- ensuring that as far as practicable, that adults are not alone with a student - one-to-one interactions between an adult and a student are to be in an open space or in life of sight with another adult.
- reporting any allegations of child abuse or other child safety concerns to the school's leadership and/or child safety officer
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures and the PROTECT Four Critical Actions.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm

Unacceptable behaviours

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

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional 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 professional guidance.
- 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 or student in a school environment except in accordance with the *Photographing, Filming and Recording Students* policy or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except where needed to deliver the school curriculum or professional guidance and parental permission has been sought.

Breaches to the Child Safety Code of Conduct

All Lalor East Primary School staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education [or other governing authority] Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Lalor East Primary School Child Safety Code of Conduct must be reported to the principal. If the breach or suspected breach relates to the principal, contact the Department of Education on 1800 338 663.



Policy Status and Review

This policy is a registration requirement for the Victorian Registration and Qualifications Authority and a requirement of the Department of Education under *Ministerial Order No 1359*

The Assistant Principal is responsible for reviewing and updating the Child Safe Code of Conduct annually, as part of the school policy review cycle, following changes to Departmental legislation and guidelines or at times that the Principal forms the opinion that the policy warrants

The review will include input from students, parents/carers and the school community.

Approval

Created date	1 March 2023
Consultation	School Staff, Student Leadership Team, School Council
Endorsed by	School Council Linda Richards, Principal
Endorsed on	7 May 2024
Next review date	March 2025

By signing below, I agree to adhere to the Lalor East Primary School Child Safe Code of Conduct.

Name: _____

Signature: _____ **Date:** _____

