	Policy Name:	Child Safe Standards Code of Conduct	First approved:	08-2016
			Last approved:	08-2021
	Responsible:	Principal	Review date:	09-2024

1. Rationale:


- 1.1 Children have the right to be safe and protected whilst in the school environment. Lyndhurst Primary champions child safety and has a zero tolerance of child abuse.
- 1.2 In 2015, the Government released new minimum Child Safe Standards which aim to create child safe cultures and environments in organisations that work with children. In accordance with Child Safe Standards and Ministerial Order No. 870; all personnel of Lyndhurst Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children.
- 1.3 The following statements are made with the belief that, while all staff members are individuals and each has a unique contribution to make to children, school and the community, they are also members of a team. The team, comprising both teaching and non-teaching members, must work together in a spirit of co-operation in the best interest of all children and within the guidelines of the School Strategic Plan and DET Policies and Guidelines and the requirements of the Child Safe Standards.
- 1.4 A child safety code of conduct helps schools, staff and volunteers to raise behavioural issues. It provides a reference point for discussion when there may otherwise be confusion, uncertainty, or a lack of confidence about boundaries for appropriate behaviour with children.

2. Aims:

- 2.1 To provide clear guidelines and standards for staff regarding their professional responsibilities, especially in regard to their behaviour with, and in the presences of, children.
- 2.2 To promote child safety in the school environment
- 2.3 To take into account the interests of school staff (including other professional or occupational codes of conduct that regulate particular school staff such as registered teachers)
- 2.4 To meet the needs of all children.
- 2.5 To ensure this policy remains consistent with the school's child safety strategies, policies and procedures as revised from time to time.

3. Implementation:

- 3.1 School staff are always in a professional relationship with the students in their school, whether at school or not.
- 3.2 All staff, visitors and volunteers are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children,
- 3.3 This policy should be read in conjunction with a school's child safety strategies, policies and procedures. This advice does not replace any legislative or regulatory obligations or other professional or occupational codes of conduct that regulate particular staff at the school.
- 3.4 Some simple principles should guide an adult's behaviour when undertaking child-connected work such as:
 - the adult/child relationship should be professional at all times
 - 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

	Policy Name:	Child Safe Standards Code of Conduct	First approved:	08-2016
			Last approved:	08-2021
	Responsible:	Principal	Review date:	09-2024

- an adult should not be alone with a child unless there is line of sight to other adults
- an adult should not initiate or seek physical contact or other contact with children outside school.

3.5 The staff at Lyndhurst Primary School agrees to the following Code of Conduct.

Values and Attitudes

Teachers are expected to:

- Work within the shared community values in striving to achieve the aims in the school's Mission Statement
- Believe that all students have the capacity to learn
- Treat students equitably and justly, being aware of equal opportunity and gender equity.
- Encourage students to take increasing responsibility for their learning and their behaviour
- Establish and maintain positive and effective relationships with all colleagues and members of the school community
- Conduct themselves professionally and ethically in the performance of their duties
- Promote a positive image of the school

Teaching


Teachers are expected to:

- Plan relevant, active and challenging lessons and activities using the Victorian Curriculum and school documents
- Have high level understanding of how students develop and learn through planned sequential development
- Recognise and respond to individual differences and learning styles
- Allow all children the opportunity to participate equitably in all planned activities and experiences
- Recognise that students should be actively involved in learning in a task-oriented classroom
- Monitor student progress using a variety of assessment and record keeping techniques in order to provide feedback and information to both students and parents
- Apply teaching strategies that:
 - Build upon student experiences, interests and needs
 - Link theory to practice
 - Foster communication and co-operation in learning
 - Encourage risk taking and learning from errors
 - Recognise the importance of the home-school-community partnership
 - Increase self-esteem
- Work in a co-operative team environment
- Expect all children to strive to achieve their personal best
- Accommodate DET initiatives into classroom practice where applicable

Responsibilities

Teachers are expected to:

- Demonstrate a commitment to ongoing professional learning
- Maintain a commitment to the School Strategic Plan and Mission statement

	Policy Name:	Child Safe Standards Code of Conduct	First approved:	08-2016
			Last approved:	08-2021
	Responsible:	Principal	Review date:	09-2024

- Provide feedback and report to parents and students on a regular basis regarding school progress
- Undertake an agreed performance appraisal process each year
- Undertake agreed roles and responsibilities
- Participate in ongoing Professional Learning

Non teaching staff

Non-teaching staff are expected to:

- Demonstrate a commitment to the School Strategic Plan
- Support and assist teachers in the facilitation of a productive learning environment.
- Develop and maintain working relationships which support a co-operative and congenial climate within the school
- Carry out duties as specified
- Undertake professional learning activities
- Promote a positive image of the school
- Maintain strict confidentiality at all times

4. Evaluation:

- 4.1 This draft policy will be reviewed within the first months of its implementation, at which time the final version will come under the school's 3 year policy review schedule.

References:

Definitions: A full list of definitions for Ministerial Order No. 870

www.vrqa.vic.gov.au/childsafef

Ministerial Order No 870

<http://www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S002.pdf>

Understanding Child Safe Standards

<https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/understanding-css.aspx>

Child Safe Standards – DHHS

<https://www.dhhs.vic.gov.au/publications/child-safe-standards>

School Policy Advisory Guide – Duty of Care

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


School Policy Advisory Guide – Child Protection

<https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/default.aspx>

The Victorian Institute of Teaching

For Victorian Teaching Profession Codes of Conduct and Ethics and information about employer responsibilities to report action taken against registered teachers in response to allegations and concerns about registered teachers.

<https://www.vit.vic.edu.au/professional-responsibilities/conduct-and-ethics>

	Policy Name:	Child Safe Standards Code of Conduct	First approved:	08-2016
			Last approved:	08-2021
	Responsible:	Principal	Review date:	09-2024

5. **Appendix 1 - Child Safe Standards – Acceptable and unacceptable behaviours – staff**

5.1 Acceptable behaviours:


All staff 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 children 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/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- 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 to the school’s leadership in accordance with the school’s Mandatory Reporting Policy
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- reporting any child safety concerns to the school’s leadership
- 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.


5.2 Child Safe Standards - Unacceptable behaviours

Staff must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any ‘special’ relationships with children that could be seen as favouritism
- exhibit behaviours with children which may be construed as unnecessarily physical
- put children at risk of abuse
- initiate unnecessary physical contact which children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions 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 or their family outside of school without the school leadership’s knowledge and/or consent. Accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child (including by social media, email, instant messaging) or their family unless necessary in the performance of their professional responsibilities

	Policy Name:	Child Safe Standards Code of Conduct	First approved:	08-2016
			Last approved:	08-2021
	Responsible:	Principal	Review date:	09-2024

- use any personal communication channels/device with a child such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses with a child
- photograph or video a child unless this is in the performance of their professional responsibilities and in line with the school's Media Permission policy
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children

	Policy Name:	Child Safe Standards Code of Conduct	First approved:	08-2016
			Last approved:	08-2021
	Responsible:	Principal	Review date:	09-2024

6. **Appendix 2 - Child Safe Standards – Acceptable and unacceptable behaviours – visitors and volunteers**

6.1 Acceptable behaviours:


All visitors and volunteers 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 children from abuse
- treating everyone in the school community with respect
- reporting to school staff, any concerns for children, particularly if 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 children
- 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 to the school’s leadership
- reporting any child safety concerns to the school’s leadership

6.2 Child Safe Standards - Unacceptable behaviours

Staff and volunteers must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any ‘special’ relationships with children that could be seen as favouritism
- exhibit behaviours with children which may be construed as unnecessarily physical
- put children at risk of abuse
- initiate unnecessary physical contact which children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions 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 or their family outside of school without the Principal’s knowledge
- 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)
- use any personal communication channels/device such as a personal email account with a child
- exchange personal contact details such as phone number, social networking sites or email addresses with a child
- photograph or video a child
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children.

	Policy Name:	Child Safe Standards Code of Conduct	First approved:	08-2016
			Last approved:	08-2021
	Responsible:	Principal	Review date:	09-2024

7. Appendix 3 - Definitions

A full list of definitions for Ministerial Order No. 870 is available at www.vrqa.vic.gov.au/childsafe.

Child abuse includes—

- any act committed against a child involving—
 - a sexual offence or
 - an offence under section 49B(2) of the Crimes Act 1958 (grooming)
- the infliction, on a child, of—
 - physical violence or
 - serious emotional or psychological harm
 - serious neglect of a child.

Child-connected work means work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

School environment means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:

- a campus of the school
- online school environments (including email and intranet systems)
- other locations provided by the school for a child’s use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).

School staff means, in a government school, an individual working in a school environment who is:

- employed in the government teaching service or
- employed under a contract of service by the School Council or
- a volunteer or a contracted service provider