

## CHILD SAFE CODE OF CONDUCT

(Child Safe Standard 3)

Thomastown Secondary College 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 Thomastown Secondary College 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 Thomastown Secondary College 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 BEHAVIOURS

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 safe policy and other policies
- taking all reasonable steps to protect children from abuse
- 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; including listening to and valuing their ideas and opinions
- 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
- welcoming all children and their families and carers and being inclusive
- 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
- modelling appropriate adult behaviour
- reporting any allegations of child abuse or other child safety concerns to the school's Principal, or Assistant Principal

- following the steps in Flowchart: CHILD SAFETY REPORTING PROCESS (standard 5) when one wants to raise a concern about breaches of the code and to how to make a complaint
- listening to children and responding to them appropriately
- reporting and acting on any breaches of the Code of Conduct, complaints and concerns to the school's leadership team
- complying with our guidelines on physical contact with children (see unacceptable behaviours)
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm
- respecting the privacy of children and their families and only disclosing information to people who need to know
- 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
- 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

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

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop 'special' relationships with specific children or show inappropriate attention that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- 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
- treat a child unfavourably or discriminate on the basis of age, gender, race, culture, vulnerability, ethnicity, disability or sexuality
- 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
- exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- 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
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- 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
- have contact with a child or their family outside of school without the school's leadership knowledge and/or consent or the school governing authority's approval (for example unauthorised after hours tutoring, private instrumental/ other lessons or sport coaching). Accidental contact, such as seeing people in the street, is appropriate
- photograph or video a child in a school environment without the consent of the parent or guardian except in accordance with school policy or where required for duty of care purposes

- work with child whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children

### **RELATED POLICIES AND RESOURCES**

Duty of Care Policy

Visitors Policy

Volunteers Policy

Mandatory Reporting Policy

Reporting Obligations Policy and Processes

### **REVIEW CYCLE AND EVALUATION**

This policy was last updated on 2/7/19 and is scheduled for review in July 2020.