Hallam Primary School
Child Safety: Code of Conduct
Ministerial Order 1359 provides the framework for child safety in schools.

Hallam Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and 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 Hallam Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide an inclusive, safe and orderly school, as well as other learning environments. The Principal and school leaders of Hallam 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.

<u>Acceptable behaviours:</u>
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:
- always upholding the school's Statement of Commitment to Child Safety and adhering to the school's Child Safe Policy and Child Safe Policy-Staff.
- treating students, families, school personnel, volunteers, contractors, and visitors 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 students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender, and intersex (LQBTIQ+) students
- ensuring, 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 line of sight of another adult.
- reporting any allegations of child abuse or other child safety concerns to the Assistant Principal/Principal.
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures on the Hallam PS website: www.hallam-ps.vic.edu.au 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, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student 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 schoolwork 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 when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

This Code of Conduct has been endorsed/approved by the Hallam Primary School Council.

All staff, volunteers and School Council members of Hallam Primary School are required to observe child safe principles and expectations for appropriate behaviour towards, and in the company of children, as noted below.

All personnel of Hallam Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- always adhering to Hallam Primary School's Child Safety Policy and other policies – see About Us | Hallam Primary School (hallam-ps.vic.edu.au)
- taking all reasonable steps to protect children from abuse
- treating everyone 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 and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation, and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation, and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)

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- promoting the safety, participation, and empowerment of children with a disability (for example, during personal care activities)
- ensuring, as far as practicable, that adults are not left alone with a child
- reporting any allegations of child abuse to Hallam Primary School's Child Safety Officer, Shirley Fletcher / the Principal, or a member of the Leadership Team, and ensuring any allegation is reported to the police or child protection
- reporting any child safety concerns to Hallam Primary School's Child Safety Office, Shirley Fletcher / the Principal, or a member of the Leadership Team
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) is safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- 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 (for example, personal social activities)
- 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 culture, race, ethnicity, or disability
- have contact with a child or their family outside of our organisation without our Principal's/Assistant Principal's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.

Breaches to the Child Safety Code of Conduct

All Hallam 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 and Training Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Hallam Primary School Child Safety Code of Conduct must be reported to the Principal and Assistant Principal.

If the breach or suspected breach relates to the Principal, contact the DET SEV CNN SEIL at the regional office.

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Approval and review

Created date	22/07/2022
Consultation	STAFF 15/8/2022 SCHOOL COUNCIL 19/8/2022
Reviewed	July 2023
Endorsed by	Hallam PS School Council
Endorsed on	October 2023
Next review date	July 2024

If you form the belief that a child is at immediate risk of abuse phone 000.

I agree to adhere to this Code of Conduct:

Name: _____   Role: ☐ Teacher

☐ Education Support

☐ Volunteer

☐ Service Provider/Contractor

☐ Visitor

Signature: _____   Date: /   /

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