



Hallam Primary School Child Safety: Code of Conduct

Ministerial Order 1359 provides the framework for child safety in schools.



Help for non-English speakers

If you need help to understand this policy, please contact the Principal or Assistant Principal.

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 Hallam Primary school community involved in child-related work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

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:

- 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 (LGBTIQ+) 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 Principal/Assistant 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 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.

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 DE SEV CNN SEIL at the regional office.

Approval and review

Created date	22/07/2022
Consultation	Staff-School Compliance Review Term 4 2023 Department of Education Child Safety Code of Conduct vic.gov.au Department of Education Child Safety and Wellbeing Policy vic.gov.au School Council March 2026
Reviewed	February 2026
Endorsed by	Hallam PS School Council
Endorsed on	19.03.2026
Next review date	March 2027

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

I have read and agree to adhere to this Code of Conduct:

Name: _____

- Role:
- Teacher
 - Education Support
 - Volunteer
 - Service Provider/Contractor
 - Visitor

Signature: _____

Date: / / 2026