



we show

**Respect**

we are part of a

**Community**

we are

**Confident**

we are always

**Learning**

## Code of Conduct

**Ratified: Term 4, 2016**

**To be reviewed: Term 4, 2019**

All staff, volunteers and contractors at Healesville 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 Healesville Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by adhering to the Healesville Primary School child safe policy at all times.

This means:

- taking all reasonable steps to protect children from abuse
- treating everyone with respect, regardless of their sex, gender identity, sexual orientation, socioeconomic status, cultural background or level of ability
- establish and maintain a child safe environment in the course of their work
- 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
- promoting the cultural safety, participation and empowerment of children from 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 left alone with a child
- reporting any allegations of child abuse to Healesville Primary School Child Safety Officer – which is the Principal or Assistant Principal, and ensure any allegation reported to the police or child protection
- reporting any child safety concerns to Healesville Primary School Child Safety Officer – which is the Principal or Assistant Principal
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to participate in relevant activities where possible, especially to have a voice on issues that are important to them.



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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 any inappropriate 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 culture, race, ethnicity or disability
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters or school based work activities)
- ignore or disregard any suspected or disclosed child abuse

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Healesville Primary School's Child Safety Officer – The Principal or Assistant Principal

If you believe a child is at immediate risk of abuse phone 000.

I agree to adhere to this Code of Conduct:

This policy is to be reviewed in .....

2019