STANDARD 3
Child Safe Code of Conduct for Altona Green Primary School

Rationale
- One of the most effective child safe strategies to help protect children from harm is a Child Safe Code of Conduct.
- A Child Safe Code of Conduct establishes clear expectations for appropriate behaviour with children.
- It lists behaviours that are acceptable and those that are unacceptable. It spells out professional boundaries, ethical behaviour and acceptable relationships.
- If people behave in ways that are unacceptable the Child Safe Code of Conduct enables the school to take action.
- Without a Child Safe Code of Conduct, it can be very difficult to raise behavioural issues with staff and volunteers.
- If unacceptable behaviour continues, this can seriously compromise the safety of the environment,
- Swift and appropriate action must be taken when the Code is breached, otherwise people will continue to feel compromised or unsafe.

Purpose
- To ensure Altona Green Primary School complies with the legislative requirements of MO 870.
- To ensure the school demonstrates its commitment to creating a child safe culture.
- To protect children and reduce any opportunities for abuse or harm to occur.
- To provide guidance to staff and volunteers on how to best support children and how to avoid or better manage difficult situations.
- To ensure the school develops and publishes a code of conduct that is compliant with the Child Safe Standard 3.
- To ensure the school discharges its duty of care towards students.

Implementation
- The safety and wellbeing of children is the highest priority for Altona Green Primary School.
- The school will know it has successfully implemented Standard 3 when:
    · appropriate behaviour with children is clearly defined, accessible and understood by staff, volunteers, families and children
    · steps staff should take if they identify child safety risks are clearly outlined
    · staff, volunteers, families and children understand culturally safe behaviour and relationships with Koori children and children from culturally and/or linguistically diverse backgrounds
    · staff, volunteers, families and children understand safe behaviour and relationships with children with a disability
    · children and families from culturally and/or linguistically diverse backgrounds can access and understand this Code of Conduct
    · efforts have been made to make the code of conduct accessible to children with a disability

Child Safe Code of Conduct

1. This Code of Conduct outlines appropriate standards of behaviour by adults towards children.
2. It is binding for all staff members, volunteers and external providers working with children on-site or off-site.
3. Staff, volunteers and external providers are expected to signify that they have read and understood this Code of Conduct by completing the attached statement which will be recorded and filed appropriately.
4. All Altona Green Primary School staff, volunteers and external providers are responsible for promoting the safety and wellbeing of children by:
   · adhering to the Student Safety and Engagement Policy and other related policies
   · taking all reasonable steps to protect children from abuse
   · being approachable
   · treating everyone with respect, including listening to and valuing their ideas and opinions
   · welcoming all children and their families and carers and being inclusive
   · respecting cultural, religious and political differences and acting in a culturally sensitive way
   · being a positive role model by modelling appropriate adult behaviour
   · listening to children and responding to them appropriately
   · reporting and acting on any breaches of this Child Safe Code of Conduct, complaints or concerns
   · complying with this code of conduct on physical contact with children
   · working with children in an open and transparent way – other adults should always know about the work you are doing with children
   · respecting the privacy of children and their families, and only disclosing information to people who have a need to know
   · promoting self confidence
5. Altona Green Primary School staff, volunteers and external providers must NOT:
   · seek to use children in any way to meet the needs of adults
   · ignore or disregard any concerns, suspicions or disclosures of child abuse
   · use prejudice, oppressive behaviour or language with children
   · engage in rough physical games
   · discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
   · initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves
   · exchange personal contact details such as phone number, social networking site or email addresses with children
   · have unauthorised contact with children online or by phone
   · contact any child at this school by any form of social media
   · download inappropriate material
   · raise their voices inappropriately
   · apply inappropriate consequences for behaviour
6. Staff, volunteers and external providers should avoid unnecessary physical contact with children.
7. The school has identified that the following are not beyond bounds for physical contact:
   · escorting a young, uncertain, primary aged (particularly) child, by holding their hand
   · rendering first aid
   · comforting a distressed child
   · assisting children with disabilities to complete physical tasks e.g. dressing after a swimming class (2 staff members must be present at all times)
   · demonstrating/reinforcing a skill in sports coaching by e.g. showing a student how to hold a bat
8. Induction procedures or manuals for new staff, volunteers and external providers will include information about the Child Safe Code of Conduct.
9. The school will conduct workshops and training sessions for staff to ensure that everyone involved with the school understands the requirements of the Code of Conduct and are clear about what to do when someone breaches it.

10. Other adults will be advised that if they become aware of any risks adults may pose to children, or that children may pose to each other, in both physical and online environments, they should inform a member of the Leadership Team as soon as practicable.
11. So that all members of the school community, including parents and children, are aware of the Child Safe Code of Conduct, it will displayed prominently in various locations throughout the school and posted on the website.
12. All staff should be aware that unsatisfactory performance procedures in relation to the Child Safe Code of Conduct may be applied as per the Victorian Government Schools Agreement 2013, Schedule 5.
13. If a volunteer or external provider does not comply with the expected standard of behaviour, the Principal will discuss their behaviour with them. Noncompliance can lead to disciplinary action being taken, which may result in the person being asked to leave the organisation.
14. The school will ensure that procedures for raising and managing complaints and consequences for breaching of the Child Safe Code of Conduct, are known and understood by everyone. For specific procedures, please refer to the school's Complaints & Concerns, Parents Policy.
15. For particularly high-risk activities, such as overnight camps, the school will determine whether or not a specific Code of Conduct is required.

Evaluation

- This Standard will be reviewed after the completion of the child safe review process and then as part of the school's three-year review cycle or if guidelines change (latest information July 2016).

This document, Standard 3, was ratified by School Council on 26th September 2016

Child Safe Code of Conduct Agreement

I have read and understood this Child Safe Code of Conduct and agree to abide by it at all times.

Name …………………………………………………………………………

Signature ……………………………………………………………………

Date ……………………………………..

Principal's Name …………………………………………………………

Signature ………………………………………………………………..

Date ………………………………..