

Aiming High

Showing Respect

Being Safe

Valuing Community

## Child Safe Standard 3

### Child Safe Code of Conduct

#### Purpose

This policy addresses the Child Safe Code of Conduct, to ensure Manor Lakes P-12 College operates within the DET and MLC policies and guidelines and that child safety is the highest priority.

The purpose of this policy is committed to the safety and wellbeing of children, young people, staff, volunteers and our school community. 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.

#### Scope

This policy applies to; students, parents and caregivers, college staff including college employees, volunteers, contractors and college council members and is intended to complement other professional and occupational codes.

#### Policy and Implementation

**The school governing authority developed, endorsed and made publicly available a code of conduct that explains acceptable and unacceptable behaviour of staff, volunteers and children.**

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. Information about how the College's Code of Conduct complements other professions can be found on ['Aligning the Child Safety Code of Conduct to other Professional Codes'](#) document.

The Principal and school leaders of Manor Lakes P-12 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 Manor Lakes P-12 College will also provide information and support to enable the Code of Conduct to operate effectively.

#### Appropriate behaviours:

All staff, volunteers, contractors and college council members are responsible for supporting the safety of children by:

- adhering to the college child safe policy and upholding the college statement of commitment to child safety at all times
- taking all reasonable steps to protect students from abuse
- treating everyone in the college community 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 or that they are worried about their safety/or the safety of another child.
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander 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)
- 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 alone with a child
- reporting any allegations of child abuse and/or child safety concerns to the school's leadership
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- 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

### **Inappropriate behaviours:**

All staff, volunteers, contractors and college council members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment of specific children)
- exhibit or initiate behaviours with children that may be construed as unnecessary physical contact
- put children at risk of abuse (for example, by locking doors)
- engage in open discussion 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 age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside the college without the college leadership knowledge or consent of college council (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching) accidental contact, such as seeing people in the street, is appropriate and unavoidable

- have any online contact with the child (including by social media, personal email, instant messaging etc.) or their family unless necessary (e.g. by providing families with e-newsletters or assisting students with their school work)
- exchange personal contact details such as phone number, social networking sites or personal email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at the college or college events in the presence of children

**Related Policies**

Child Safe Standards policy  
Child Safety Code of Conduct  
Visitors policy  
Contractors policy  
Anti-bullying policy

**Review**

This policy was last updated on 8/2/2019 and is scheduled for review in 3 years.

DRAFT