

# Mount Evelyn Primary School School Policies Manual



## Child Safety – Code of Conduct for Staff and Volunteers



### Help for non-English speakers

If you need help to understand the information in this policy please contact Mount Evelyn Primary School on (03) 9736 2233 or email

[mount.evelyn.ps@education.vic.gov.au](mailto:mount.evelyn.ps@education.vic.gov.au)

### Purpose

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Mount Evelyn Primary School staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected 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 Mount Evelyn Primary School staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding the school's statement of commitment to child safety at all times and adhering to the Mount Evelyn Primary School Child Safe Policy.
- treating students and families 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 and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- reporting any allegations of child abuse or other child safety concerns to the school's

leadership.

- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

## Unacceptable behaviours

As Mount Evelyn Primary School staff, volunteers, contractors and member of our school community involved in child-connected 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.

## Breaches to the Child Safety Code of Conduct

All Mount Evelyn 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 Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Mount Evelyn Primary School Child Safety Code of Conduct must be reported to the principal, Trevor Vass [trevor.vass@education.vic.gov.au](mailto:trevor.vass@education.vic.gov.au) or the assistant principals, Helen Basham [helen.basham@education.vic.gov.au](mailto:helen.basham@education.vic.gov.au) or Sarah Orme [sarah.orme@education.vic.gov.au](mailto:sarah.orme@education.vic.gov.au)

If the breach or suspected breach relates to the principal, contact the assistant principal, Helen

Basham [helen.basham@education.vic.gov.au](mailto:helen.basham@education.vic.gov.au) or Sarah Orme [sarah.orme@education.vic.gov.au](mailto:sarah.orme@education.vic.gov.au)  
or the Senior Education Improvement Leader, Dee Deklijn [deidre.deklijn@education.vic.gov.au](mailto:deidre.deklijn@education.vic.gov.au)

### Approval and review

<b>Created date</b>	28 July 2022
<b>Consultation</b>	School Council    September 2022
<b>Endorsed by</b>	Trevor Vass, Principal
<b>Endorsed on</b>	13/9/2022
<b>Next review date</b>	September 2023