

NOBLE PARK SECONDARY COLLEGE

CHILD SAFETY POLICY – APPENDIX A - CODE OF CONDUCT 2018

This code of conduct detailing procedures measure and practices was developed in accordance with Ministerial Order 870- Child Safe Standards – Managing the Risk of Child Abuse in Schools

Child abuse includes —

- any act
 - committed against a child involving:
 - a sexual offence or
 - an offence under section 49B(2) of the Crimes Act 1958 (grooming)
 - the infliction, on a child, of:
 - physical violence or
 - serious emotional or psychological harm
 - serious neglect of a child

1. RATIONALE

Noble Park Secondary College strives to provide a safe, secure and stable environment in which students can learn and develop individual skills and abilities. All staff/adult volunteers/contractors are required to follow Child Safe Guidelines to ensure all students are safe from all forms of abuse.

2. AIMS

Our Code of Conduct aims to:

- Provide clear procedures which guide the behaviour of adult College community members.
- Promote a structure and programs which emphasise a zero tolerance, positive preventative approach to child safety
- Provide an environment that promotes a sense of security and confidence within members of the College community.

3. PRINCIPLES

The adult/child relationship should be professional at all times

- **An adult's response to a child's behaviour or circumstance should be commensurate with the child's age and vulnerability and the adult's responsibility for the care, safety and welfare of the child**
- **An adult should not be alone with a child unless there is line of sight to other adults**
- **An adult should not initiate or seek physical contact or contact with children outside school.**

4. IMPLEMENTATION

- All staff/adult volunteers and ancillary staff must sign and agree to the Child Safe Code of Conduct
- All staff/adult volunteers and ancillary staff must report non-compliance of the code in writing to a principal class member at the earliest opportunity
- Reporting to a principal class member, does not absolve individual staff members responsibility to mandatory report (or other legal obligations)
- A Principal class member must follow up on all allegations in compliance with any DET/Legal requirements

5. ACCEPTABLE BEHAVIORS

All staff, volunteers and board/school council members, visitors and contractors are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school 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/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

- If special needs students need assistance with toileting two staff members should be present
- If transporting children in a car, at least 2 children, or 2 adults should be in the car wherever possible
- reporting any allegations of child abuse to the school's leadership using the school proforma for this purpose
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- reporting any child safety concerns to the school's leadership using the school proforma for this purpose
- 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.

6. UNACCEPTABLE BEHAVIOURS

All staff, volunteers and board/school council members, visitors and contractors are responsible for supporting the safety of children by:

- 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 for specific children, giving some students more unwarranted attention than others, developing a relationship beyond the professional role you are undertaking)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking student/s in a secluded space)
- initiate unnecessary physical contact which children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- engage in open discussions 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 discriminatory 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 of school without the school's leadership and/or consent or the school governing authority's approval
 - for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching, social activity not logged and approved with the school.
 - accidental contact, such as seeing people in the street, is appropriate.
 - contact with pre-existing friends/family is permitted
- have any private online contact with a child (including by phone, social media, email, instant messaging etc) or their family unless
 - necessary for educational purposes congruent with your role or for duty of care purposes (avoid discussions not congruent with your role, or that might constitute 'grooming' behaviour)
 - the platform is open enough to allow for observation of other staff/students/platform provider/ school
 - the platform does not provide access to students personal details and personal communications
 - where-ever possible use a platform endorsed by the school or DET, or set up exclusively for educational purposes.
- photograph or video a child:
 - without the consent of the parent or guardians or if a child objects to being photographed
 - without an official, educational purpose or for duty of care purposes
 - in a manner that would cause concern (i.e. focusing too heavily on particular students, archiving large amounts of student photos on a personal device, inappropriate posing etc.)
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children.

Signed awareness of the code of conduct

Staff/Volunteer Name.....

Staff Signature.....

Date.....