



# NILMA PRIMARY SCHOOL

## **CHILD SAFETY CODE OF CONDUCT**

### **POLICY**

76 Bloomfield Road, Nilma 3821 (03) 5623 2963 or 0423562379 nilma.psa@education.vic.gov.au www.nilmaps.vic.edu.au ABN 93 378 606 495



#### **Help for non-English speakers**

If you need help to understand this policy, please contact us on (03) 5623 2963.

### **Purpose**

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

All Nilma 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 staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, 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 school's 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, and promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and LGBTQTOQ+ students.
- 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 staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- Ignore or disregard any concerns, suspicions or disclosures of child abuse;
- Develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts);
- Exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery in context;
- Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate;
- Discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting;
- Treat a child 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 school work or extracurricular activities or where there is a safety concern or other urgent matter;
- Photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes.

*School Policy Advisory Library:* [Photographing, Filming and Recording Students: Policy | education.vic.gov.au](https://www.education.vic.gov.au/photography-filming-and-recording-students-policy/education.vic.gov.au) The policy says the school should get consent before taking and publishing photos of a student. This applies every time a photo is taken. The same policy applies for excursions and school activities.

- In the school environment or at other school events where students are present, consume alcohol contrary to school policy or
- take illicit drugs under any circumstances.

*School Policy Advisory Library:* [Alcohol at School Events: Policy | education.vic.gov.au](https://www.education.vic.gov.au/alcohol-at-school-events-policy/education.vic.gov.au)

## Breaches to the Child Safety Code of Conduct

All Nilma 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 Nilma Primary School Child Safety Code of Conduct must be reported to the principal, Annette Sutherland- Principal; on (03) 56232963

If the breach or suspected breach relates to the principal, contact Amanda Buckler.

## Communication

This policy will be communicated to our school community in the following ways [please delete the options below in yellow if you do not intend to use these methods. Note that the first two methods are strongly recommended to ensure your school community are aware of this policy]:

- Available publicly on our school's website
- Included in staff induction processes
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

## Policy review and approval

Policy last reviewed:	25 July 2022
Consultation:	Ongoing
Approved by:	School Council
Next scheduled review date:	25 July 2024