

### Child Safety Code of Conduct

#### CHILD SAFE STANDARD 3: A child safety code of conduct CSS - 3 Code of Conduct established to ensure child safety.

#### Child Safety Statement

Newport Gardens Primary School is committed to a zero tolerance of child abuse and creating an inclusive school culture that promotes child safety. Our vision of Nurturing Our Future supports our focus of including people of all abilities, and promotes the cultural safety of individuals from culturally and linguistically diverse backgrounds, including Aboriginal and Torres Strait Islanders.

#### Rationale/Purpose

Establish a Child Safe Code of Conduct, to ensure Newport Gardens Primary school operates within the DET and NGPS policies and guidelines and that child safety is the highest priority.

#### Purpose

- To establish clear expectations for appropriate behaviour with children, within the Newport Gardens Primary School community.
- Clearly, list examples of behaviours that are both acceptable and unacceptable.
- Create a Child Safe Culture that enables Newport Gardens Primary School staff to take action to protect the safety of children.
- Enable staff and volunteers to raise issues that may be of concern to child safety.
- To ensure Newport Gardens Primary School is fully compliant with its duty of care requirements towards students.

#### Implementation

This code of conduct is to be read in conjunction with the NGPS parent, student and teacher codes of conduct. It applies to any person in contact with children from Newport Gardens Primary School.

#### Child Safe Code of Conduct

All staff, volunteers and board/council members of Newport Gardens Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

#### Acceptable Behaviours

All personnel of Newport Gardens Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Newport Gardens Primary School child safe policy at all times / upholding Newport Gardens Primary School statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone 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 and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal 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 left alone with a child
- reporting any allegations of child abuse to Newport Gardens Primary School Child Safety Officer / leadership, and ensure any allegation to reported to the police or child protection
- reporting any child safety concerns to Newport Gardens Primary School Child Safety Officer / leadership
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

The school has identified that the following are not beyond bounds for physical contact:

- escorting a young, uncertain, primary aged student, by holding their hand

- rendering first aid
- comforting a distressed child by holding the shoulders briefly
- assisting children with disabilities to complete physical tasks e.g. dressing after a swimming class
- demonstrating/reinforcing a skill in sports coaching by e.g. showing a student how to hold a bat
- a congratulatory gesture, such as a pat on the shoulders or a high five
- shaking hands
- ensuring the safety and wellbeing of children

#### **Unacceptable Behaviours**

Staff and volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- 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 personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have school/professional related contact with a child or their family outside of our organisation without our child safety officer's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate)
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.

Internet and Social Media Use

- exchange personal contact details such as phone number, social networking profile names or email addresses with children or family members
- have unauthorised contact with children online or by phone
- contact any child at Newport Gardens Primary School by any form of social media
- download inappropriate material
- Share images or content from personal social networking accounts
- 'Friend or follow' students or family members of students on social networking sites (when connected by a professional relationship)

At Newport Gardens Primary School It is recommended that:

- Staff should only enter student toilets when accompanied by another staff member or two other students.
- Contractors and visitors to the school, must be accompanied by a member of Newport Gardens staff if entering student toilets
- When entering a store room of any kind, for example the P.E store room, the door must remain open and a minimum of two students accompany a staff member
- Staff or external visitors should never be in an isolated space or in an outside area after the breaks, with only one student. A ratio of two or more students with one staff member or volunteer, or one student with two adults should be adhered to at all times.
- Respecting the privacy of children and their families, by only disclosing information to people who have a need to know, and ensuring these conversations are conducted in an appropriate environment.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Newport Gardens Primary School Child Safety Officer / leadership.

If you believe a child is at immediate risk of abuse phone 000.

### **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).

### **Glossary**

Contractors, refers to any employed by the school such as traders, plumbers, electrician, specialised teachers, such as music teachers, instructors of incursions and any organisation who hires school facilities, even if outside of school hours.

### **Reference**

Child safe standards resources : <http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards-resources>

This document, Standard 3, was ratified by School Council on 20/6/2017

