



# Heatherwood School No 4871

## Child Safety Standards – Code of Conduct

### RATIONALE

This Heatherwood School code of conduct outlines expected standards for appropriate behaviour with and in the company of children, including online conduct.

### AIMS

Heatherwood School will use this code of conduct:

- as part of induction training for new leadership members, staff and volunteers
- as part of refresher training for existing leadership members, staff and volunteers
- to inform parents/carers and other persons associated with the organisation what behaviour they can expect from the schools' leadership, staff and volunteers
- to support and inform school protocols and reporting procedures should breaches of the code be suspected or identified
- to include a reference to the code of conduct in employment advertisements and contracts to ensure compliance.

### CODE OF CONDUCT

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

**All personnel of Heatherwood School are responsible for supporting the safety, participation, wellbeing and empowerment of children by:**

- adhering to the Heatherwood School child safe policy at all times / upholding Heatherwood Schools' statement of commitment to child safety at all time
- 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 child safety concerns to Heatherwood School Child Safety Officers Paul Hills (Principal), Braham Morris (Assistant Principal – Student Wellbeing) or Lesley Foster (Assistant Principal), and ensure any allegation are reported to the police or child protection
- 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 school activities where possible, especially on issues that are important to them.

**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 contact with a child or their family outside of the school without the 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.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Heatherwood School Child Safety Officers Paul Hills (Principal), Braham Morris (Assistant Principal – Student Wellbeing) or Lesley Foster (Assistant Principal).

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

**Should disciplinary action result from breaching this code of conduct such action will be taken following the Complaints Processes section of the Department’s *Guidelines for Managing Complaints, Misconduct and Unsatisfactory Performance*. This may be accessed at: [www.education.vic.gov.au/hrweb/workm/Pages/conduct.aspx](http://www.education.vic.gov.au/hrweb/workm/Pages/conduct.aspx) . Advice will be sought from the Conduct and Ethics branch of the Department of Education and Training should any such breach occur.**

**EVALUATION**

This policy will be reviewed as part of the school’s three-year review cycle.

This Policy was last ratified by School Council in 2016