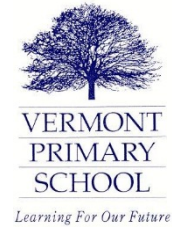


# Vermont Primary School and Kindergarten Child Safe Code of Conduct



All staff, volunteers and School Council members of Vermont Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below. The child safe standards require Vermont Primary School to have a code of conduct that establishes clear expectations for appropriate behaviour with children. A code of conduct can help enforce appropriate behaviour with children and to help protect children from abuse.

Our code of conduct outlines expected standards for appropriate behaviour with and in the company of children, including online conduct. The policy is used:

- 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 organisation's leadership, staff and volunteers
- to support and inform organisational protocols and reporting procedures should breaches of the code be suspected or identified
- to be included as a reference in employment advertisements and contracts to ensure compliance

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

- adhering to **Vermont Primary School** child safe policy at all times / upholding **Vermont Primary School** 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 allegations of child abuse to **Vermont Primary School** Child Safety Officer the Principal, and ensure any allegation is reported to the police or child protection
- reporting any child safety concerns **Vermont Primary School** Child Safety Officer, the Principal / 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.

**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 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)
  - staff and volunteers with children who are enrolled at the school who have contact with Vermont Primary School and Kindergarten children outside of the workplace, must adhere to all Vermont Primary School and Kindergarten policies and codes of conduct when doing so
  - staff or volunteers that work with enrolled Vermont Primary School and Kindergarten students outside of the school, for example Basketball or Netball coach, must adhere to all Vermont Primary School and Kindergarten policies and codes of conduct when doing so
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
  - staff and volunteers with children who are enrolled at the school who have contact with Vermont Primary School and Kindergarten children outside of the workplace, must adhere to all Vermont Primary School and Kindergarten policies and codes of conduct when doing so
  - staff or volunteers that work with enrolled Vermont Primary School and Kindergarten students outside of the school, for example Basketball or Netball coach, must adhere to all Vermont Primary School and Kindergarten policies and codes of conduct when doing so
- 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 **Vermont Primary School** Child Safety Officer the Principal / leadership.

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

Further information on child safe standards can be found on the Department of Health and Human Services website [www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations](http://www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations)

Additional resources for organisations in the child safe standards toolkit can be found on the Department of Health and Human Services [www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards) . In particular, An Overview to the Victorian Child safe has information to help organisations understand the requirements of each of the child safe standards, including examples of measures organisations can put in place, a self-audit tool and a glossary of key terms: [www.dhs.vic.gov.au/\\_\\_\\_data/assets/word\\_doc/0005/955598/Child-safe-standards\\_overview.doc](http://www.dhs.vic.gov.au/___data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc)

**Registered schools** can contact the Department of Education and Training: [child.safe.schools@edumail.vic.gov.au](mailto:child.safe.schools@edumail.vic.gov.au)

Early childhood services operating under the *National Quality Framework* or *Children's Services Act 1996* should contact: [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au)

Licensed children's services enquiry line: 1300 307 415

I agree to adhere to this Code of Conduct:

Name: .....

Signature: .....

Date: .....