



## CHILD SAFETY CODE OF CONDUCT



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Armstrong Creek School on 03 5218 5100 or [armstrong.creek.school@education.vic.gov.au](mailto:armstrong.creek.school@education.vic.gov.au)

### **PURPOSE**

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

All Armstrong Creek 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 Armstrong Creek School, staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Armstrong Creek School commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with disability, international students, students who are unable to live at home and lesbian, gay, bisexual, trans and gender diverse, intersex, queer, questioning and asexual (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult
- reporting any allegations of child abuse or other child safety concerns to Home Group Teachers, Leading Teachers, Assistant Principals or Child Safety Champions
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures (refer to <https://www.armstrongcreekschool.vic.edu.au> and/or Compass and the PROTECT Four Critical Actions).
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

## **UNACCEPTABLE BEHAVIOURS**

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As Armstrong Creek School, staff, volunteers, contractors and member of our school community involved in child-connected work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student 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 schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the Photographing, Filming and Recording Students policy or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc). All communication with students should be done via compass or school email.
- Where a staff member is in contact with a student outside of the school context please see section below '**connected community challenges**'.

### **Connected Community Challenges**

Armstrong Creek School is part of a well-connected community. As such, there will be instances where students mix / interact with staff outside of school / school hours. For example, a staff member's own children may go to Armstrong Creek School and so their friends are often over at their house socialising; or a staff member is a coach of a local football or netball team, and students play on that team. In such instances, the staff member must declare these to the Principal for the Principal to assess and approve (or not approve). If approved, staff are to be forever mindful of their child safety obligation and mindful of avoiding situations that could lead to allegations of improper conduct.

There will also be unforeseen instances where a staff member is out in the community (outside of school hours) and bumps into students. Under this scenario the staff member should keep any interactions with the student brief and in line with the acceptable and unacceptable behaviours listed in this policy.

## **BREACHES TO THE CHILD SAFETY CODE OF CONDUCT**

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All Armstrong Creek 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 Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Armstrong Creek School Child Safety Code of Conduct must be reported to the principal, Jessica Kelly on 03 5218 5100 or [armstrong.creek.school@education.vic.gov.au](mailto:armstrong.creek.school@education.vic.gov.au).

If the breach or suspected breach relates to the principal, contact one of the Armstrong Creek School Assistant Principals, Kathryn Sier or Katrina Broadehad on 03 5218 5100 or ([Armstrong.creek.school@education.vic.gov.au](mailto:Armstrong.creek.school@education.vic.gov.au) or the South Western Victoria region office on 1300 333 232 or ([swvr@education.vic.gov.au](mailto:swvr@education.vic.gov.au))

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website and via Compass
- Included in staff induction processes and/or annual training / professional learning
- Reminders in our school newsletter
- Hard copy available from school administration upon request.

## **APPROVAL AND REVIEW**

<b>Created date</b>	June 2022
<b>Consultation</b>	School Council December 2024
<b>Endorsed by</b>	Jessica Kelly, Principal & ACS School Council
<b>Endorsed on</b>	December 2024
<b>Next review date</b>	December 2026