



CODE OF CONDUCT

VOLUNTEERS, SCHOOL COUNCIL

EMPLOYEES AND CONTRACTORS

RATIONALE

Tarwin Valley Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development. This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

SCOPE

All volunteer School Council employees and contractors of Tarwin Valley Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

IMPLEMENTATION

- The Principal and school leaders of Tarwin Valley Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Tarwin Valley Primary School will also provide information and support to enable the Code of Conduct to operate effectively.
- All volunteers and any other member of the school community involved in child related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.
- All contractors and School Council employees must observe Child Safe policies and procedures and be especially cognisant of appropriate and inappropriate behaviour around children.

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

- adhering to Tarwin Valley Primary School child safe policy at all times / upholding Tarwin Valley Primary School's 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 Tarwin Valley Primary School's Child Safety Officer, Brett Smith / leadership, and ensure any allegation to reported to the police or child protection
- reporting any child safety concerns to Tarwin Valley Primary School Child Safety Officer Brett Smith / 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.

Volunteers, School Council employees and Contractors 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
- with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.
- 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) that is a result of their association with the school . Accidental contact, such as seeing people in the street, is acceptable)
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol, tobacco or drugs at school or at school events in the presence of children

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Tarwin Valley Primary School's Child Safety Officer, Brett Smith.

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