

# SAFEGUARDING CHILDREN CODE OF CONDUCT

## **School Mission Statement**

Cavendish Primary School provides a warm, friendly and caring environment that enhances and challenges learning, personal growth and well-being of students. The school has high expectations for staff and students and aims to create a stimulating and supportive environment for all its students to excel in their learning and personal growth.

## **Our Values**

- All individuals are valued and treated with respect in a secure environment where students are able to fully develop their talents, interests and ambitions.
- We value our positive teaching and stimulating learning environment where students are challenged to extend and develop their academic, social, moral, and physical attributes.
- We value effort and positive contributions from students, staff and parents.
- We promote the professional growth of all staff and nurture leadership roles for all staff and students
- We value the culture and traditions of our rurality, along with the inherent practice of pastoral care.
- We value our rural tradition of excellence.

## **Cavendish Primary School:**

- Has a zero tolerance of child abuse, whether physical, psychological, serious neglect, emotional or sexual (see Mandatory Reporting and Code of Conduct policies for more detail) and has guidelines to follow should there be an incident requiring action (see Mandatory Reporting, Critical Incident and Code of Conduct policies). All staff have a responsibility to ensure this zero tolerance approach and associated policies are enforced. The Principal has the duty to ensure policies and protocols are kept up-to-date and enforced. The Principal is the Child Safety contact person at the school.
- Is committed to the safety of all children; regardless of physical or mental capacity or cultural or linguistic background.
- Ensures its actions and policies cover school events and activities, whether at the Cavendish PS site or online or when on excursions or trips (see Code of Conduct, eSmart, Bullying, Cyber Bullying, Day Excursions, Camps and Incursions policies for more detail).
- Recognises the importance of a clear statement of Rights and Responsibilities for Students and Staff, so everyone can recognise the aims of maintaining a safe and respectful environment (see Code of Conduct policy).
- All staff will meet DET guidelines for VIT registration, police checks and Working with Children requirements. These requirements are mandated as part of DET employment. They will be outlined in advertisements for staffing positions and will be checked and recorded when appointing. New staff will also be provided with an induction process to familiarise them with the school's policies and protocols in regards to child safety. Volunteers to the school will have their Working with Children details recorded and filed. All visitors and contractors will be signed in at reception and have authorisation and Working with Children viewed and recorded. They will receive identification badges whilst in the school and be provided with guidance as to their restricted areas of work.
- Ensures all policies and protocols are authorised by School Council and available to the school's community through the website: [www.cavendishps.vic.edu.au](http://www.cavendishps.vic.edu.au)

## **Purpose**

This Code of Conduct has a specific focus on safeguarding children and young people at Cavendish Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors and school council members at Cavendish Primary School are expected to actively contribute to a school culture that respects the dignity of its members and follows the school's core values. They 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 staff, volunteers, contractors and school council members are responsible for supporting the safety of children by:

- adhering to the school's child safety policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect students from abuse
- treating everyone in the school community 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 or that they are worried about their safety/or the safety of another child.
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children.
- 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 alone with a child
- reporting any allegations of child abuse and/or child safety concerns to the school's leadership
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- reporting to the Victorian Institute of Teaching, any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher

## **Unacceptable behaviours**

All staff, volunteers, contractors and school council members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment of specific children)
- exhibit or initiate behaviours with children that may be construed as unnecessarily physical contact (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- engage in open discussion 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 age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- Not having unauthorised contact with a child or their family outside of school. Appropriate out of school hours contact may include: accidental contact (seeing people down the street), attending social, family, or community events, organised sports coaching, approved tutoring, approved private instrumental musical lessons.
- have any online contact with the child (including by social media, email, instant messaging, etc.) or their family (unless necessary e.g. by providing families with e-newsletters or assisting students with their school work)
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or personal email addresses
- photograph or video a child without the consent of the parent or guardians for non-school purposes
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or school events in the presence of children
- not following the school's discipline policy when managing student behaviour

**For staff:**

I, \_\_\_\_\_, confirm I have been provided with copies of the above Safeguarding Children Code of Conduct and the Child Safety policy. I shall keep copies for my reference as well as returning a signed copy of this Code for filing in the school office. I understand the content of these documents and undertake to comply with the values and expectations of Cavendish Primary School as outlined.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Evaluation:**

- This code will be reviewed as part of the school's three-year review cycle

• This code was last ratified by School Council in....

**September 2019**



*Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.*