



Castlemaine  
Primary School 0119

## Child Safe Code of Conduct for Staff, Volunteers and School Councillors

Castlemaine 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.

The Principal and school leaders of Castlemaine Primary School will support the implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly school and other learning environments. The Principal and school leaders of Castlemaine Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

Castlemaine Primary School has the following expectations of behaviours and boundaries for all adults interacting with students within our school community and all school environments, including physical (on site and other locations) and online environments. This includes all teaching staff, non-teaching staff, Council members, volunteers, third party contractors, external education providers and parents/carers.

**All staff, volunteers and councillors of Castlemaine Primary 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 Castlemaine Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by;**

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



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**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, gender identification or disability
- have inappropriate contact with a child or their family outside of our organisation. Accidental contact, such as seeing people in the street, is appropriate.
- have any inappropriate online contact with a child or their family (unless necessary, for example providing families with online 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 Castlemaine Primary School's Child Safety Officer / leadership.

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

**I agree to adhere to this Code of Conduct:**

**Name:** .....

**Signature:** .....

**Date:** .....