



CHILD SAFETY CODE OF CONDUCT POLICY

ISSUE DATE: OCTOBER 2023 | **REVIEW DATE:** OCTOBER 2025

Coburg North 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.

PURPOSE

This Child Safety 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 of ethics as these apply to staff and other personnel.

The Principal and school leaders of Coburg North 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 Coburg North Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

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

All Coburg North Primary 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 staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- Upholding Coburg North Primary School's statement of commitment to child safety at all times and adhering to the school's Child Safety Policy
- Treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- Listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- Promoting the cultural safety of Aboriginal and Torres Strait Islander children and children from linguistically and/or diverse backgrounds, and the safety of children with a disability, LGBTQIA+ children and vulnerable children.
- 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 the school's leadership, or the school's Wellbeing and Inclusion Team.
- Understanding and complying with all reporting or disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures 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

As Coburg North Primary School staff, volunteers, contractors, and any other member of the school community involved in child-related 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, offering gifts)
- Exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- 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 school work or extra-curricular activities or where there is a safety concern or other urgent matter
- Photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes (1)
- In the school environment or at other school events where students are present, consume alcohol contrary to school policy (2) or take illicit drugs under any circumstances
- 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.

BREACHES TO THE CHILD SAFETY CODE OF CONDUCT

All Coburg North Primary 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 and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Coburg North Primary School Child Safety Code of Conduct must be reported to the principal.

If the breach or suspected breach relates to the principal, contact the assistant principal.

APPROVAL AND REVIEW

This policy will be reviewed every 2 years and following significant incidents if they occur.

Created date	October 2023
Consultation	School Staff October 2023 School Council October 2023
Endorsed by	Pat Lynch, Acting Principal
Endorsed on	October 2023
Next review date	October 2025