



### Child Safety Code of Conduct

<b>Drafted by</b>	Heads of School; Risk and Compliance Officer	<b>Date of Last Review</b>	March 2018
<b>Responsibility</b>	Principal	<b>For Distribution</b>	Students, Staff and Parents

A Child Safety Code of Conduct lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. For further guidance refer to the School's **Staff and Student Professional Boundaries Policy**.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children. When everyone is educated about the Code of Conduct and the reasons it is so important to uphold, the School environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safety Code of Conduct helps to protect children from harm.

The Child Safety Code of Conduct applies to:

- all staff members, including non-teaching staff and temporary or casual staff;
- Volunteers;
- students;
- parents and guardians;
- Homestay families;
- Third Party Contractors and service providers (including External Education Providers);
- members of the School Board;
- teaching students on placement at the School; and
- visitors.

The Child Safety Code of Conduct set out below is designed to stand alone. It can also be incorporated in whole or part into broader Codes of Conduct that are developed within the School, including other professional or occupational codes that regulate particular staff at the School.

The Code is made available to all staff, Volunteers, families and students via our public website and School Portal.

#### **Our Child Safety Code of Conduct**

This Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur and promote child safety in the school environment both on campus and in other locations (including camps). It provides guidance on how to best support students and how to avoid or better manage difficult situations. Where a staff member breaches the Code, Westbourne Grammar School may take disciplinary action, including in the case of serious breaches, summary dismissal. The School revises the Code annually.



Westbourne Grammar School has the following expectations of behaviours and boundaries for all adults interacting with students within our School community. This includes all teaching staff, non-teaching staff, homestay families, volunteers (direct and indirect), contractors, external providers and parents/guardians.

**DO:**

- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and child protection issues.
- Provide age appropriate supervision for students.
- Comply with guidelines published by the School with respect to child protection.
- Treat all students with respect.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
- Use positive and affirming language towards students.
- Encourage students to 'have a say' and then listen to them with respect.
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact, and socialise.
- Intervene when students are engaging in bullying/harassment towards others or acting in a humiliating or vilifying way.
- Report concerns about child safety to one of the School's Child Safety Officers and ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.
- Ensure visibility when meeting with students one on one.

**DO NOT:**

- Engage in any form of inappropriate behavior towards students or expose students to such behavior.
- Use prejudice, oppressive behavior or inappropriate language with students.
- Discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open personal discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviors including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use unnecessary physical means or corporal punishment to discipline or control a student.
- Engage in any form of inappropriate behavior that has the potential to cause a student serious emotional or psychological harm.



- Develop 'special' relationships with students that could be seen as favoritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/guardian consent.
- Post online any information about a student that may identify them such as their full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend (excludes official school publications).
- Ignore or disregard any suspected or disclosed child abuse.
- Share the same accommodation (room) with students.

Our Child Protection Program includes a Staff and Student Professional Boundaries Policy that provides detailed guidance for all staff and volunteers (direct and indirect) on how to maintain professional boundaries between students and adults at Westbourne Grammar School.

### **Report any concerns**

The Program also includes information for members of the School Board, staff homestay families and Direct Contact Volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of our nominated Child Safety Officers.

It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities. Students, parents or other community members who have concerns that a child may be subject to abuse are asked to contact their relevant Head of Campus/ Director of Year level, Deputy Head of School or Head of School. Communications will be treated confidentially on a 'need to know basis'.

**Whenever there are concerns that a child is in immediate danger, the Police should be called on 000.**

\*\* We recommend that all staff, homestay families, volunteers (direct or indirect) on appointment signoff on the Code of Conduct and regularly review on the portal alongwith other policies.