

# Dingley Primary School

## Standard 3: Staff Code of Conduct



June 2016

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**All staff, volunteers and School Councillors of Dingley 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 Dingley Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by:**

- adhering to **Dingley Primary School's** child safety policy / statement of commitment to child safety at all times.
- 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.
- having a zero tolerance of discrimination.
- 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.
- promoting the safety, participation and empowerment of children with a disability.
- ensuring as far as practicable that adults are not left alone with a child in a closed environment.
- reporting any child safety concerns to the Principal or Assistant Principal.
- ensure any allegation of child abuse is reported to the police or Child Protection.
- if an allegation of child abuse is made, ensure, as quickly as possible, that the child(ren) is/are safe.
- encouraging children to 'have a say' and participate in all relevant school activities where possible, especially on issues that are important to them.
- 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.

**Staff and volunteers must not:**

- ignore or disregard any suspected or disclosed child abuse.
- develop any 'special' relationships with children that could be seen as favouritism, e.g. the offering of gifts or special treatment for specific children.
- exhibit behaviours with children which may be construed as unnecessarily physical, e.g. inappropriate sitting on laps.
- put children at risk of abuse, e.g. 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, e.g. 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 or disability.
- have contact with a child outside of our school without the Principal’s knowledge and/or consent, e.g. no individual study sessions, individual sport training. Accidental contact, such as seeing people in the street, is appropriate.
- have any communication with a child without parental knowledge and consent e.g. social media, email, phone (unless necessary, for example providing families with e-newsletters).
- exchange personal contact details such as phone number, social networking sites or email addresses with children.
- photograph or video a child without the consent of the Principal or parents. All staff need to be aware of the students in their care who do not have media signed consent from parents.
- work with children whilst under the influence of alcohol or illicit drugs.
- consume alcohol or illicit drugs at school during school hours.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to the Principal or Assistant Principal of **Dingley Primary School**.

**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: .....

**Review**

This policy will be reviewed on a two year basis or earlier if required.

**Evaluation**

This policy will be reviewed as part of the school’s three-year review cycle.

Review Date: 2020