

## CHILD SAFE STANDARD 3: CODE OF CONDUCT

### Kennington Primary School Child Safety

#### Code of Conduct

February 2023

Kennington 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 Kennington 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 Kennington Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

Kennington Primary School will implement recruitment practices for staff and contractors engaged in child connected work, that ensure:

- all job advertisements have a statement setting out the job's requirements, duties, responsibilities and essential or relevant qualifications, experience, and attributes in relation to child safety and wellbeing
- all applicants for jobs are informed about the child safety practices, including the Code of Conduct
- the sighting, verification and recording of Working with Children clearances where required under the Worker Screening Act 2020 or any equivalent background check, for example VIT registration.
- Department of Education and Training recruitment policies and practices are followed and appropriate records kept.

- the school council follows Department of Education and Training recruitment policies and practices and appropriate records kept in respect of school council employees.
- that practices for the ongoing supervision and people management of staff and volunteers to ensure child safety and wellbeing is a focus and are reviewed.

Where the person will be engaged in child-related work, KPS will collect and record proof of identify, essential or relevant qualifications, history of work involving children and references addressing suitability for the job and working with children.

Kennington Primary School will implement engagement practices for volunteers engaged in child connected work, including:

- sight, verify and record Working with Children clearances where required under the Worker Screening Act 2020 or any equivalent background check
- consider the child safety risks relevant to the volunteer's role and, if reasonable and appropriate, collect and record proof of identify, essential or relevant qualifications, history of work involving children and references addressing suitability for the job and working with children

Kennington Primary School will make volunteers aware of the Child Safety and Wellbeing Policy and Code of Conduct and ensure all newly appointed school staff, school council members, and volunteers engaged in child-connected work receive an induction regarding child safety and wellbeing appropriate to their roles, including information about the Child Safety Code of Conduct the Child Safety and Wellbeing Policy and the procedures for managing child abuse complaints and concerns.

Kennington Primary School will ensure school staff, school council members and volunteers engaged in child-connected work are aware of their responsibilities to children and students, information sharing, reporting obligations and record-keeping obligations.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

### **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 the school's statement of commitment to child safety at all times and adhering to the school's child safe 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, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- promoting an understanding of the diverse circumstance of children and students, and provide support and respond to vulnerable children and students
- ensuring students, staff, volunteers, and the school community have access to information, support and complaints processes that are culturally safe, accessible and easy to understand

Paying particular attention to the needs of students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students reporting any allegations of child abuse or other child safety concerns to the school's leadership understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.

- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

### **Unacceptable behaviours**

As 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
- 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 content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child 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<sup>1</sup>
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy<sup>2</sup> or take illicit drugs under any circumstances.

*This Code of Conduct was endorsed/approved by the Kennington Primary School Council June 2022.*

Ratified by School Council: February 2023

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<sup>1</sup> SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx> . The policy says the school should get consent before taking and publishing photos of a student. This applies every time a photo is taken. The same policy applies for excursions and school activities.

<sup>2</sup> SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/alcohol.aspx>. The policy says the school must obtain school council approval before alcohol can be consumed on school grounds or at a school activity. The policy says staff members should not consume alcohol during camps and excursions. It is silent on whether they can consume alcohol at other school events where students are present, this is a matter that the school needs to decide upon – draft text is provided in the guidance fact sheet