



Code of Conduct

All staff, volunteers, contractors and School Council of Montrose 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 Montrose Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

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

In addition, all staff members need to declare in writing to Montrose Primary School Child Safety Officers / leadership, any relationships where staff come into contact with school families through their child and/or local community group involvement.

Staff must not:

(These expectations also apply to volunteers, contractors and School Council members when undertaking school-based activities in a school environment)

1. develop any 'special' relationships with children that could be seen as favouritism or amount to 'grooming' behaviour (for example, the offering of gifts or special treatment for specific children)
2. exhibit behaviours with children which may be construed as unnecessarily physical
3. put children at risk of abuse
4. do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
5. engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities, sexual innuendo or content of an intimate nature)
6. use inappropriate language in the presence of children
7. express personal views on cultures, race or sexuality in the presence of children
8. discriminate against any child, including because of culture, race, ethnicity or disability

9. ignore or disregard any suspected or disclosed child abuse.
10. in the school environment or at other school events where students are present, consume alcohol or take illicit drugs under any circumstances.
11. photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes.

***Points 12 & 13 below, relate only to staff members:*

12. have contact with a child or their family outside of our organisation without our child safety officer's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate **
13. communicate directly with a child or their family through personal or private contact channels (including by social media, email, instant messaging, texting etc); school approved channels of communication are to be used except where there is a time critical safety concern (e.g. medical alert).**

Staff members who are parents of children at the school and/or involved in local community groups

- Where a staff member is also a parent at the school, other staff members may have personal or private contact channels with this person but not their child. Other staff members may also have contact with the staff member outside the school setting.
- As a parent and staff member of the school, where out of school activities are driven by your child's involvement, or your role in a community group, then personal or private communication channels and contact for those purposes is valid.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Montrose Primary School Child Safety Officers / leadership.

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

Reports of complaints, misconduct and unsatisfactory performance will follow the 'Guidelines for Managing Complaints, Misconduct and Unsatisfactory Performance in Teaching Service'.

Reports of abuse will be managed according to the '4 Critical Actions for Schools - Responding to Incidents, Disclosures and Suspicions of Child Abuse'.

I have read and understand my professional expectations with regard to this Code of Conduct.

Name: Role in School:(Teacher/Parent etc.)

Signature: Date:

This Code of Conduct was endorsed/approved by the Montrose Primary School Council on 16/08/2016 for review if legislative or other changes require in the interim or no later than December 2018.

Responsibility: Principal, Assistant Principal, Child Safety Officers.

Ratified at School Council: 15/08/2017

Due for Review: Due 2nd School Council Meeting of 2018 (March). This policy will be reviewed at the beginning of every school year.