

Child Safe Code of Conduct



Help for non-English speakers

If you need help to understand this policy, please contact the school office on 88239500

Purpose

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

All Malvern Central 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 Malvern Central School, staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Malvern Central School commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- 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 Principal
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures <https://malvern-central.vic.edu.au/about-mcs/#policies> 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 Malvern Central School, staff, volunteers, contractors and member of our school community involved in child-connected 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, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- 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 schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- 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 Malvern Central 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 Malvern Central School's Child Safety Code of Conduct must be reported to the principal.

If the breach or suspected breach relates to the principal, contact the Regional Director, Area Executive Director or Senior Education Improvement Leader for Malvern Central School at the South-Eastern Regional Office. Please contact any of these staff members through the South-East Region Office on 1300 338 738 or sevr@education.vic.gov.au to raise any concerns or reports about the conduct of the principal.

Approval and review

Created date	16 th February 2024
Consultation	Consultation on this policy is mandatory
Endorsed by	School Council
Endorsed on	21 st February 2024

Next review date

February 2024 or following a relevant child safety incident

IMPLEMENTATION GUIDE

Compulsory for all Victorian government schools?	Approved by school council?	Recommended consultation	Required communication	Recommended review cycle
Yes, this policy is required by the Child Safe Standards	School Council approval: <ul style="list-style-type: none">Child Safety Code of Conduct (to the extent it applies to school council employees and members, unless it is delegated to the principal)	Schools must ensure the school community are given the opportunity to have a say in the development and updating of child safety documents. This includes consultation with school council as a community representative body and inviting other members of the community to have a say in the school's child safety and wellbeing policies and practices such as through your school newsletter or website	Your local school policies must be included in: <ul style="list-style-type: none">Your school websiteInduction processesStaff briefing /meeting (regularly)Annual staff and school council training	2 years