

# Croydon Community School & OPTIONS

## Child Safety Staff Code of Conduct

### (Standard 3)



Croydon Community School & OPTIONS 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 that 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 Croydon Community School & OPTIONS will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly learning environments. The Principal and School Leaders of Croydon Community School & OPTIONS will also provide information and support to enable the Code of Conduct to operate effectively.

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 Croydon Community School & OPTIONS' statement of commitment to child safety at all times and adhering to the Croydon Community School & OPTIONS' Child Safety Policy and associated procedures at all times
- 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 in line with DET protocols to the views and concerns of students, particularly if they are telling you that they or another student or young person has been abused and/or are worried about their safety or the safety of another child
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students by using appropriate terminology, language and communication
- Promoting the cultural safety, participation and empowerment of all students, including those from culturally and/or linguistically diverse backgrounds as well as those students with a disability
- Reporting all child safety complaints, suspected abuse or allegations of sexual or child abuse, disclosures or breaches of the Child Safety Code of Conduct immediately to the Principal and/or the Croydon Community School & OPTIONS' Child Safety Officer and Wellbeing
- Understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse by completing the Mandatory Reporting online module yearly
- If child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm by following [Child Protection – Making a Report and Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#).

## 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 child safety complaints, suspected abuse, disclosures or breaches of the Child Safety Code of Conduct
- Develop any 'special' relationships with students or young people that could be seen as favouritism or amount to grooming behaviour (such as the offering of gifts or special treatment for specific students)
- Exhibit behaviours with students or young people, 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 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 social media, email, instant messaging, texting etc) except where that communication is reasonable in all circumstances, related to school work or extra-curricula 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 Croydon Community School & OPTIONS policy or where required for duty of care purposes
- In the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances

## FURTHER INFORMATION AND RESOURCES

Croydon Community School & OPTIONS Child Safety Policy

Croydon Community School & OPTIONS Drug & Alcohol Policy

[Identifying and Responding to All Forms of Abuse in Victorian Schools](#)

[Child Protection – Reporting Obligations](#)

[Child Protection – Making a Report and Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse.](#)

[Reportable Conduct Scheme](#)

[Failure to disclose offence](#)

[Failure to protect offence.](#)

[Child Exploitation and Grooming](#)

## REVIEW CYCLE

This Code of Conduct, first developed in this format in January 2019, was endorsed/approved by the Croydon Community School & OPTIONS School Council on February 25, 2019 and will be reviewed every two years as part of the VRQA requirements, if an incident occurs or if guidelines change (latest PROTECT update 11 April 2018). It is scheduled for review in February 2021.

## Acknowledgement

I have read and understood this Code of Conduct and agree to abide by it at all times.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal / Child Safety Officer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_