



## **Safeguarding Children and Young People**

### **Code of Conduct**

#### **Sunshine Primary School**

19/8/2016

#### **Our Values**

We shine when we are Respectful, Learning and Safe

#### **Our Vision**

At Sunshine Primary School all students are provided with opportunities to reach their personal best in a challenging and supportive learning environment. Our aim is to develop resilient and productive members of the community by valuing and catering for individual, social, cultural and academic differences.

#### **Our Mission**

At Sunshine Primary School our Teachers will:

- plan for and implement a curriculum based on high expectations which are realistic, individualised and achievable.
- work with students to establish challenging and achievable personal goals.
- value and embrace the individual, social, cultural and academic differences within the school community.

At Sunshine Primary School our Students will:

- be open to “take on” every learning opportunity and challenge themselves everyday.
- focus and work towards achieving their own personal goals.
- respect and support the differences of others in our school community.

At Sunshine Primary School our Parents will:

- work collaboratively with the school to support and engage in their child’s academic and social development.
- have an understanding of and support their child’s individual learning goals.
- be collectively responsible for the learning and development of Sunshine Primary School students by being proactive members of the school community.

#### **Purpose**

This Code of Conduct has a specific focus on safeguarding children and young people at **Sunshine Primary School** against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors and school council members at **Sunshine Primary School** are expected to actively contribute to a school culture that respects the dignity of its members and follows the school's core values. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

### Acceptable behaviours

All staff, volunteers, contractors and school council members are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect students from abuse
- treating everyone in the school community 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 or that they are worried about their safety/or the safety of another child
- 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
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse and/or child safety concerns to the school's leadership
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe and correct procedures are followed
- 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

### Unacceptable behaviours

All staff, volunteers, contractors and school council members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment of specific children)
- exhibit or initiate behaviours with children that may be construed as unnecessarily physical contact (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- engage in open discussion of a mature or adult nature in the presence of children (for example, 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 age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child outside or their family outside the school without the school's leadership knowledge or consent of school council (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching) accidental contact, such as seeing people in the street, is appropriate
- have any online contact with the child (including by social media, email, instant messaging etc) or their family (unless necessary eg by providing families with e-newsletters or assisting students with their school work)
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or personal email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or school events in the presence of child