



Scope	All School community members - staff, students, parents / guardians, School Board members.
Responsible Officer	Principal
Contact Officer	Principal
Authorisation	Leadership Team
Date Introduced	May 2021
Next Review Date	May 2022 This policy will be reviewed annually, or as required by legislation.
Relevant Legislation or Source	<ul style="list-style-type: none"> • Child Wellbeing and Safety Act 2005 (Vic) • Education and Training Reform Act 2006 (Vic) • Ministerial Order 870 — Child Safe Standards — Managing the risk of child abuse in schools
Linked GSC Policy	Child Safe Policy, Staff Employment Policy, Staff and Student Professional Boundaries, Working With Children Check Policy
Linked GSC Procedure / Guidelines / Plans	Child Safe Standards Action Plan, Four Critical Actions- Responding to Incidents Disclosures and Suspicions of Child Abuse, Four Critical Actions- Responding to Student Sexual Offending, Making a Child Safe Report, Responding to and Reporting Allegations of Child Abuse Procedures
Linked GSC Forms / Checklists / Registers	Child Safe Officers, Child Safe Posters, Child Safety Risk Register, Responding to Suspected Child Abuse Template, Responding to Suspected Students Sexual Offending Template, Working With Children Check Card Register
Key Words	Child Safe, Child Safe Program, Abuse, Mandatory Reporting
Destination / Storage	School Website, Shared Google Drive, Staff Room
Communication	Staff induction, cyclical staff training/meetings

Revision / Modification			
Date	Version	Summary	Policy/Procedure
31/05/2021	1.0	Separation of Policy and Procedure	Child Safe Policy / Child Protection Procedures
14/01/2022	1.1	Minor formatting editing, change of Child Protection Program to Child Safe Program	Child Safe Code of Conduct



CHILD SAFE CODE OF CONDUCT

1. INTRODUCTION

St Peter's Lutheran School aims to provide a caring and safe learning environment, where the love of Jesus Christ governs all interactions and relationships. Members of the St Peter's Lutheran School community have a responsibility to ensure children and young people are safe in all school environments and school related activities.

A Child Safe Code of Conduct lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. For more detailed guidance refer to the School's Staff and Student Professional Boundaries policy.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children. When everyone is educated about the Code of Conduct and the reasons it is so important to uphold, the School environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safe Code of Conduct helps to protect children from harm.

The Child Safe Code of Conduct applies to:

- all staff members, including non-teaching staff and temporary or casual staff;
- volunteers;
- students;
- parents and carers;
- Third Party Contractors;
- the School Board;
- teaching students on placement at the School; and
- visitors.

The Child Safe Code of Conduct set out below is designed to stand alone. It can also be incorporated in whole or part into broader codes of conduct that are developed within the School, including other professional or occupational codes of conduct that regulate particular staff at the School.

The Code is made available to all staff, volunteers, families and students via our public website, staffroom policy document and shared staff drive.

2. OUR CHILD SAFE CODE OF CONDUCT

This Child Safe Code of Conduct outlines appropriate standards of behaviour for all adults towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the School environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. Where a staff member breaches the Code, St Peter's Lutheran School may take disciplinary action, including in the case of serious breaches, summary dismissal. The School revises the Code annually.

St Peter's Lutheran School has the following expectations of behaviours and boundaries for all adults interacting with students within our School community. This includes all teaching staff, non-teaching staff, the School Board, volunteers, Third Party Contractors, External Education Providers and parents/carers.

The School's School Board has endorsed this Child Safe Code of Conduct.

Child Safe Code of Conduct

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DO:

- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and child safe issues.
- Provide age appropriate supervision for students.
- Comply with guidelines published by the School with respect to child safe.
- Treat all students with respect.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
- Use positive and affirming language towards students.
- Encourage students to 'have a say' and participate, and then listen to them with respect.
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact, and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Child Safe Code of Conduct.
- Report concerns about child safety to one of the School's Child Safe Officers and ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

DO NOT:

- Engage in any behaviour that constitutes a serious breach of this Child Safe Program.
- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Use prejudice, oppressive behaviour or inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student that is not your own child.
- Engage in meetings with a child that is not your own, outside of school hours and without permission from the School and the child's parent.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.

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- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Post online any information about a student that may identify them such as their: full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed child abuse.

3. REPORT ANY CONCERNS

Our Child Safe Program includes a Staff and Student Professional Boundaries policy that provides detailed guidance for all adults at the School on how to maintain professional boundaries between students and adults at St Peter's Lutheran School.

The Program also includes information for members of the School Council, staff and volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of our School's nominated Child Safe Officers.

It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

Third Party Contractors, External Education Providers, students, parents/carers or other community members who have concerns that a child may be subject to abuse are asked to contact one of the School's Child Safe Officers.

Communications will be treated confidentially on a 'need to know basis'.

Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.

Any breach of this Code of Conduct may result in disciplinary action, including and up to termination of employment or cessation of engagement with the School.