



Rushworth P-12 College

Child Safety Code of Conduct

The following Code of Conduct's objective is to promote child safety in our college environment and the wider community of which we belong. This can be seen as in addition to and supporting of the Victorian Institute of Teaching document titled, *The Victorian Teaching Profession Code of Conduct*; however, the Rushworth P-12 College Child Safety Code of Conduct extends beyond teaching staff and is directed to all staff, volunteers and non-student College Council members of Rushworth P-12 College. Teachers need to meet the standards in both documents.

All of the above-mentioned adults are bound to follow this code of conduct in any school environment including the following: on the campus of the school; in an online school environment including email and intranet systems; other locations provided by the college for a child's use including, without limitation, locations used for college camps, sporting events, excursions, competitions, and other events. It is also an expectation that the behaviours outlined in this code are upheld in our interactions outside of the college by all DET staff employed at Rushworth P-12 College. Principle 1.5 of *The Victorian Teaching Profession Code of Conduct* states that "Teachers are always in a professional relationship with the students in their school, whether at school or not".

In recognition of Rushworth P-12 College belonging to a small community, the above mentioned DET staff who have children enrolled at the college are permitted to engage in behaviours that are reasonably expected between the parent of a child and the child's friend such as having a child's friend visit the home even though these behaviours are listed as unacceptable behaviours and remains so for those DET staff who do not fit this category.

Acceptable Behaviours

1. All staff, volunteers and Non-Student College Council members are responsible for supporting the safety of children by:

- 1.1. knowing and adhering to the college's Child Safety Statement and associated policies and documents at all times.
- 1.2. reporting any known breaches of the Rushworth P-12 College Child Safety Code of Conduct to principal class or the Senior Education Improvement Leader (SEIL) if the concern relates to the principal.
- 1.3. ensuring that their Working With Children's Check or VIT registration is current.
- 1.4. providing their current Working With Children's Check or VIT registration to the principal or business manager.
- 1.5. reporting any inappropriate and unwanted contact by a child towards you to principal class.
- 1.6. modelling the three values of being respectful, being responsible, and being resilient, along with the detailed behaviours that represent these values at all times
- 1.7. considering the unique cultural viewpoints of our students and their families when delivering curriculum; academic and/or social and emotional.
- 1.8. ensuring that when communicating with the children and/or their families that this communication is professionally appropriate and reflective of the college's values in the language and tone used.
- 1.9. communicating using social media if that communication is part of a group that relates to either educational, sporting or other interest groups as long as all communications are public posts and are conducted in a manner that are reflective of the listed appropriate behaviours.
- 1.10. completing the declaration book to inform the principal and governing body of any expected contact with a student outside of a school environment such as if coaching a sporting team that includes students from the college, or, if there was any other contact outside of the school environment that was unexpected and uninvited and in a private setting without other adults present.
- 1.11. considering the knowledge we have of our individual students and/or their families to ensure we are communicating well and appropriately.
- 1.12. encouraging and supporting all children to be autonomous and develop a positive sense of self-worth.
- 1.13. promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (e.g. by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- 1.14. promoting the cultural safety, participation and empowerment of children with a disability (e.g. during personal care activities)
- 1.15. promoting the safety, participation and empowerment of children with a disability (e.g. by having a zero tolerance of discrimination)
- 1.16. following and implementing the Rushworth Positive Behaviour Intervention and Supports process as documented and developed.
- 1.17. ensuring that confidential information relating to a child is only discussed when appropriate, with the appropriate adults, for reasons that are related to the safety and wellbeing of the child or others, or as directed by law.
- 1.18. informing leadership of safety and wellbeing issues in a timely and appropriate manner.
- 1.19. understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- 1.20. making reasonable adjustments to ensure that all students and/or their families individual needs are met to assist us in being inclusive.
- 1.21. only being alone with a child, as far as practicable, if there can be a line of sight to other adults

- 1.22. 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.
- 1.23. ensuring that first aid is administered in an environment where there can be a clear line of sight with other adults

In addition to this, all DET staff working at Rushworth P-12 College will know their students enabling them to respect the individual differences and to cater for individual abilities. Xuno will identify: students of Aboriginal or Torres Strait Islander (ATSI) origin; students in Out of Home Care (OoHC); students identified as having a disability, either funded through the Program for Student with Disability (PSD) or non-funded; students from culturally and/or linguistically diverse backgrounds.

Unacceptable Behaviours

Staff, volunteers and Non-Student College Council members must not:

2. allow their Working with Children's Check or VIT registration to expire or lapse.
 - 2.1. fail to provide the principal or business manager with a copy of their Working with Children's Check or VIT registration.
 - 2.2. develop any special relationships with children that could be seen as favouritism such as offering of gifts or special treatment for specific children and/or their families
 - 2.3. use inappropriate language and/or tone in the presence of children and/or their families
 - 2.4. address children using language or tone that intimidates, embarrasses, humiliates or harms a child and/or their families.
 - 2.5. express personal views on cultures, race or sexuality in the presence of children.
 - 2.6. engage in open discussions of a mature or adult nature that are not linked to the delivery of approved curriculum in the presence of children such as personal social activities.
 - 2.7. put children at risk of abuse e.g. locking doors or closing doors that have no line of sight to other adults.
 - 2.8. Initiate, receive or seek unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
 - 2.9. be undressed in front of children.
 - 2.10. enter the change room or toilet without a legitimate reason or provide unnecessary supervision which invades the privacy of children and is not age appropriate.
 - 2.11. exhibit behaviours with children which may be construed as unnecessarily physical e.g inappropriate sitting on laps.
 - 2.12. have any interaction with a child whilst under the influence of alcohol or illicit drugs.
 - 2.13. discuss past, present or potential personal problems or confidential information relating to a child and/or their family for reasons that are not related to the safety and wellbeing of the child or others.
 - 2.14. discuss personal problems or confidential information in situations when others would be able to hear the information.
 - 2.15. fail to make a Mandatory Report when there is suspected or disclosed child abuse
 - 2.16. fail to inform leadership of suspected child safety concerns
 - 2.17. have contact (other than accidental contact such as seeing people in the street) with a child or their family outside of school without the principal of the college and governing body's knowledge
 - 2.18. discriminate against any child, including because of age, gender, race, culture vulnerability, sexuality, ethnicity or disability.
 - 2.19. use any personal communication channels/device such as a personal mobile phone, personal email account or personal facebook account(s) with a student unless they are a family member.

- 2.20. have any online contact with a child (including by social media, email, instant messaging etc) or their family unless necessary such as distributing newsletters, advising of absences, or assisting students with their schoolwork except as outlined in 1.9.
- 2.21. exchange personal contact details such as phone number, social networking sites or email addresses with children.
- 2.22. photograph or video a child without the consent of the parent or guardians
- 2.23. upload or distribute images of students to places other than the designated folder on the college intranet unless you are submitting an approved media article (including newsletters and newspaper articles).
- 2.24. keep images of students on personal devices.
- 2.25. take inappropriate images of students
- 2.26. consume alcohol or drugs at school or at school events in the presence of children.

Definitions

Child(ren)/Student (s):	Any person who is enrolled at Rushworth P-12 College
Volunteers:	Any person who is assisting in the delivery of curriculum and/or the organising of events/activities for Rushworth P-12 students including Pre-Service teachers along with the members of the College Council (excluding student members)
Staff:	All DET employed staff attached to Rushworth P-12 College along with those staff on local payroll
Teachers:	Any VIT registered staff member

Acknowledgement:

I _____, have read and understood the Rushworth P-12 College Child Safety Code of Conduct and understand that these are the expectations that are associated with me holding the position of:

- Staff member
- Volunteer (including College Council members)

Any breaches of the above mentioned Code of Conduct will be managed as required through law and the Department's guidelines.

Signed: _____ Date: _____