



Coburg Primary School 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 which 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 prevent 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 (including particularly the Coburg Primary School Child Safe Policy) and professional standards, and codes of ethics as these apply to staff and other personnel.

The Principal and school leaders of Coburg Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Coburg Primary School 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.

Expected 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 school's statement of commitment to child safety at all times and adhering to the school's child safe policy and other policies
- taking all reasonable steps to protect children from abuse
- 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 to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child or family member
- welcoming all children and their families and carers and being inclusive
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability, neurodiverse students and children that are vulnerable eg LGBTQI+ students
- modelling appropriate adult behaviour
- reporting any allegations of child abuse or other child safety concerns to the school's Principal, or Assistant Principal
- following the steps in Flowchart: CHILD SAFETY REPORTING PROCESS (see Appendix A) when one wants to raise a concern about breaches of the code and/or to make a complaint
- listening to children and responding to them appropriately
- reporting and acting on any breaches of the Code of Conduct, complaints and concerns
- complying with our guidelines on physical contact with children (see unacceptable behaviours)
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm

- respecting the privacy of children and their families and only disclosing information to people who need to know

Unacceptable behaviours

Staff, volunteers, contractors, and any other member of the school community involved in child-related work must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop 'special' relationships with specific children or show inappropriate attention that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- engage in rough physical games
- initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- treat a child unfavourably or discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- exhibit behaviours or engage in activities with students 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 use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- 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 through school-based platforms, is reasonable in all the circumstances, related to school work 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 where parental permission has been given or when needed to deliver the school curriculum or professional guidance and parental permission has been given.

Breaches to the Child Safety Code of Conduct

All Coburg Primary 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 Coburg Primary School Child Safety Code of Conduct must be reported to the Principal or the Assistant Principal.

If the breach or suspected breach relates to the Principal, contact The Department of Education and Training.

Approval and review

Created date	September 2023
Consultation	Consultation with staff 31/8/2023 Consultation with School Council September 2023
Endorsed by	Principal and School Council
Endorsed on	13/9/2023
Next review date	September 2025

Flowchart: CHILD SAFETY REPORTING PROCESS



For more information on the Child Safe Standards visit <http://www.ccyp.vic.gov.au/> or see A GUIDE FOR CREATING A CHILD SAFE ORGANISATION