



Werribee Primary School Code of Conduct

All staff, volunteers and the governing body of Werribee Primary School are required to observe the Child Safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

This Code of Conduct aims to protect children and reduce any opportunities for abuse. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. All staff and volunteers are required to comply.

All personnel of Werribee Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Werribee Primary School’s Child Safe policy at all times and by upholding the Werribee Primary School’s Commitment to Child Safety
- taking all reasonable steps to protect children from abuse
- treating everyone 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 and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of children with a disability
- working with children in an open and transparent way and ensuring other adults are aware of the work taking place with children
- reporting any allegations of child abuse to Werribee Primary School’s Child Safety Officers and ensure any allegations are reported to the police or child protection
- reporting any child safety concerns to Werribee Primary School’s Child Safety Officers ensuring as quickly as possible that the child(ren) are safe if an allegation of child abuse is made
- encouraging children to ‘have a say’ and participate in all relevant organisational activities where possible

Staff and volunteers must not:

- develop any ‘special’ relationships with children that could be seen as favouritism (through the provision of gifts for specific children and inappropriate attention)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometimes, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions 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 (for example discrimination against culture, race, ethnicity or disability or other)
- have contact with a child or their family outside of our organisation without our child safety officer’s knowledge and/or consent (accidental contact, such as seeing people in the street, is appropriate)
- have unnecessary contact with a child or their family online or by personal devices (unless previously authorised by the Child Safety Officer)
- ignore or disregard any suspected or disclosed child abuse
- Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to Werribee Primary School’s Child Safety Officers

If you believe a child is at immediate risk of abuse phone 000.

Breach of policy

To be determined by the School Principal.

I have read this Code of Conduct and agree to abide by this Code of Conduct at all times:

Name: Signature: Date: