



## Staff Code of Conduct

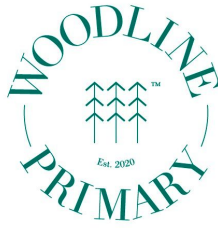
Purpose:	To ensure that all staff behave in line with Child Safe Standards in Ministerial Order 870.
Scope:	All Teachers.
Implemented by:	School Principal and All Teachers.
Approved by:	To be approved following VRQA approval.
Reviewed:	Every two years or as legislative changes or improvements are identified following any incidents.
Communicated via:	WP Website, Staff Induction, Meetings and Handbook, Parent Handbook, Policies and Procedures Manual.

### 1. Policy Statement

In-line with the Child Safe Standards in Ministerial order 870, all staff of Woodline Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

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

- adhering to Woodline Primary Schools child safe policy framework at all times/upholding Woodline Primary School statement of commitment to child safety at all time;
- 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 children (for example, by never questioning an Aboriginal child's self-identification);
- 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 (for example, during personal care activities);
- ensuring as far as practicable that adults are not left alone with a child;
- reporting any allegations of child abuse to Woodline Primary School Principal and ensure any allegation is reported to the police or child protection;
- reporting any child safety concerns to Woodline Primary School Principal;
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe;
- encouraging children to 'have a say' and participate in all relevant organisational activities;
- where possible, especially on issues that are important to them.



**Staff and volunteers must not:**

- develop any ‘special’ relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children);
- 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, including because of culture, race, ethnicity or disability;
- have any online contact with a child currently enrolled at the school that is not related to school or class activities;
- ignore or disregard any suspected or disclosed child abuse.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to Woodline Primary School Principal.

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

**Table of Amendments**

Version number	Date	Short description of amendment
1.0	June 2020	New Policy

Scheduled review date	December 2021
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