 ***COMMUNITY CODE of CONDUCT POLICY***

* **All staff, volunteers and committee members of Ivanhoe Primary are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.**
* This code of conduct is used:
* as part of induction training for new leadership members, staff and volunteers
* as part of refresher training for existing leadership members, staff and volunteers
* to inform parents/carers and other persons associated with the organisation what behaviour they can expect from the organisation’s leadership, staff and volunteers
* to support and inform organisational protocols and reporting procedures should breaches of the code be suspected or identified
* include a reference to the code of conduct in employment advertisements and contracts to ensure compliance.
* All personnel of Ivanhoe Primary are responsible for supporting the safety, participation, wellbeing and empowerment of children by:
* adhering to the school’s child safe policy at all times and upholding our statement of commitment to student safety at all times
* 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 student has been abused and/or are worried about their safety or the safety of another
* promoting the cultural safety, participation and empowerment of Aboriginal students (for example, by never questioning an Aboriginal student’s self-identification)
* promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
* promoting the safety, integration and empowerment of students 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 student abuse to Ivanhoe Primary School’s Child Safety Officer (Assistant Principal), and ensure any allegation to reported to the police or student protection
* reporting any student safety concerns to Child Safety Officer (Principal/Assistant Principal)
* if an allegation of student abuse is made, ensure as quickly as possible that the child/children 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 students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
* 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 child in a Foundation class 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, including because of culture, race, ethnicity or disability
* 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 Ivanhoe Primary Student Safety Officer (Principal/Assistant Principal).

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

* This Code of Conduct is included in the *Camps & Excursions Policy* and *Volunteers in Schools* Policy. Where it is specified in these policies, volunteers will agree to adhere to this Code of Conduct by signing this document.

Name: ……………………………….............

Signature: ……………………………………

Date: ……………………………………........

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| Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne. © State of Victoria, Department of Health and Human Services, December 2015. Where the term ‘Aboriginal’ is used it refers to both Aboriginal and Torres Strait Islander peoples. Indigenous is retained when it is part of the title of a report, program or quotation. Throughout this paper we refer to ‘Aboriginal peoples’ rather than ‘Aboriginal people’ to reflect the plurality and diversity of Victorian Aboriginal communities. Available at: [www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/student-safe-standards](../../../../../../../Documents%20and%20Settings/vste2210/Documents%20and%20Settings/vste2210/Local%20Settings/Temp/notes9493C6/www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards) |

Policy last reviewed in July 2016

Not a mandatory policy

School Council Approval No Longer Required