

CAMPBELLFIELD HEIGHTS PRIMARY SCHOOL

SUCCESS – SAFETY – RESPECT - RESPONSIBILITY

CHILD SAFETY - CODE OF CONDUCT



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 9359 5502

“At CHPS we are committed to providing a safe, supportive and inclusive environment that empowers all students to have agency and success in their learning and to contribute positively as active citizens within their community”

Purpose

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Campbellfield Heights Primary School staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp and before & after school care).

Acceptable Behaviour

All Campbellfield Heights Primary School Staff, Volunteers, Contractors and other School Community Members involved in child-connected work are responsible for supporting and promoting the safety of children by:

- always upholding our CHPS commitment to child safety and adhering to our Child Safety Policy
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- reporting any allegations of child abuse or other child safety concerns to our **Child Safety Champion – Ms Maritsa Rousalis – 9359 5502**
- documenting concerns on the schools COMPASS management system under ‘confidential student note’
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our [child safety responding and reporting policy and procedures](#) and the [PROTECT Four Critical Actions](#)
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

Unacceptable Behaviour

All Campbellfield Heights Primary School Staff, Volunteers, contractors and other School Community involved in child-connected work who are responsible for supporting and promoting the safety of children MUST NOT:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to ‘grooming’ behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult’s overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance

- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- force a student to disclose their cultural identity
- 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 reasonable in all the circumstances, related to schoolwork 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 when needed to deliver the school curriculum or professional guidance and parental permission has been sought.
- put children at risk of abuse (for example, by locking doors, one to one in cars)
- express personal views on cultures, race or sexuality in the presence of children
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps, restraining a child outside of when it is reasonable acceptable as per DET guidelines)

Breaches to the Child Safety Code of Conduct

All CHPS 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 CHPS Child Safety Code of Conduct must be reported to the Principal or Assistant Principal and the CHPS Child Safety Champion – Ms Maritsa Rousalis

If the breach or suspected breach relates to the Principal, contact DET Regional Office key contact - [1300 338 691](tel:1300338691) nwvr@education.vic.gov.au

Regular review of Child Safety Practices and Policies

The CHPS Child Safety policies and procedures will be reviewed at a minimum every two years by the Child Safe Champion and approved by the Principal/School Council and following significant incidents if they occur. We will ensure that families and children can contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

Policy last reviewed	09/08/2024 Child Safety Champion Maritsa Rousalis
Consultation	Consultation with school council/school community T3 2024
Approved by	Principal/School Council
Next scheduled review date	Before September 2026