

Code of Conduct (Staff and Councillors)

Safeguarding children and young people Koroit and District Primary School

Rationale:

This Code of Conduct has a specific focus on safeguarding children and young people at Koroit and District Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors and school council members at Koroit and District Primary School are expected to actively contribute to a school culture that respects the dignity of its members and follows the school's core values. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Aims and Implementation:

We are a learning organisation. In our relationships with colleagues, children and young people, parents and families, partners and local and global communities we commit to the following values:

- Collaboration and knowledge sharing
- Outcomes
- Respect and diversity
- Empowerment

Definitions and Key Behaviours

Collaboration and Knowledge Sharing – We proactively share our expertise and information and willingly work with others

- Creates and shares knowledge and actively participates in open communication
- Is flexible and actively solicits and shares ideas
- Is aware of and open with own agenda and works cooperatively with others
- Works collaboratively with others to resolve issues
- Is receptive to the ideas and opinions of others

Outcomes - We always strive to do things better and deliver quality outcomes

- Exhibits personal commitment and accountability to produce quality work that is thorough, accurate and timely
- Works with a clear focus on the delivery of quality products and services
- Promotes and enables quality outcomes for the children and young people, stakeholders and organisations with whom we work

- Establishes high standards and works to achieve them
- Uses evidence-based information to make decisions

Respect and Diversity - We respect others and value diversity

- Seeks to understand the diverse views and objectives of our people, colleagues and our community/stakeholders
- Is inclusive and acknowledges the contribution of others
- Seeks to understand others' background, experience and concerns
- Effectively utilises the range of backgrounds, skills, knowledge and capabilities of our people
- Reflects and considers impact of response on others before acting

Empowerment – We enable individuals to reach their potential and maximise their contribution

- Encourages and supports our people to use their judgment in performing their roles
- Introduces new or innovative ideas and opportunities for improvement
- Recognises quality work of others and celebrates successes
- Leads projects, team and/or groups in a way that ensures members can contribute effectively
- Takes responsibility for self-improvement and career development

Staff code of practice

As well as adhering to guidelines set out in the DE&T document <http://www.education.vic.gov.au/hrweb/employcond/res/conduct.htm>

1. Conduct themselves in a professional manner in appearance, speech and manner.
2. Aim to provide a safe, secure, harassment-free educational environment.
3. Have a well-developed knowledge of the curriculum they deliver and a sound understanding of the ways children learn.
4. Participate in the development of a broad-based curriculum that caters for the needs of all students at the school.
5. Monitor the progress of students' learning and achievements and provide meaningful feedback to students and parents.
6. Recognise and respond to individual differences in their students.
7. Treat students equitably and justly. To be alert to the consequences of their own behaviour and encourage students to do the same.
8. Be able to structure learning tasks effectively by building on students' interests, experiences and needs; link theory to practice; establish expectations for students that are clear, challenging and achievable, foster communication and co-operation in learning; encourage risk-taking and learning from errors.
9. Promote self-esteem, confidence and self-worth among students and recognise all students' achievements.
10. Clarify the broad intentions of any units or topic, to ensure students know the objectives of the activities and are challenged to meet them.
11. Follow school policy and procedure with regard to student management, assessment and reporting.

12. Participate in professional Development programs, regularly review their teaching practices and work towards improving the quality of teaching and learning at the school. Share good practice and materials with other staff.
13. Establish positive, effective and professional relationships with other staff.
14. Be welcoming and receptive towards parents and ensure regular contact with parents in order to improve students' attitudes and behaviour.
15. Recognise and value the importance of the home-school-community partnership.

Acceptable behaviours

All staff, volunteers, contractors and school council members are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect students from abuse
- treating everyone in the school community 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 or that they are worried about their safety/or the safety of another child.
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- 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 alone with a child
- reporting any allegations of child abuse and/or child safety concerns to the school's leadership
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- reporting to the Victorian Institute of Teaching, any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher

Unacceptable behaviours

All staff, volunteers, contractors and school council members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment of specific children)
- exhibit or initiate behaviours with children that may be construed as unnecessarily physical contact (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- engage in open discussion 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 age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have any online contact with the child (including by social media, email, instant messaging etc) or their family (unless necessary eg by providing families with e-newsletters or assisting students with their school work)
- use any personal communication channels/device such as a personal email account

- exchange personal contact details such as phone number, social networking sites or personal email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or school events in the presence of children

I, _____, confirm I have been provided with a copy of the above Code of Conduct.

Signed: _____ Date: _____

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

Approved by School Council on	18 th April, 2017
Review Date	April, 2020

