



Child Safety Code of Conduct

Purpose of this Code of Conduct

The purpose of this Code of Conduct is to establish clear expectations for appropriate and professional behaviour by staff at Ivanhoe Grammar School.

Staff behaviour will support the School's objectives of building within all students the potential to be academically excellent, resilient, confident, participatory contributors to society. It will also reflect that building this potential is best achieved in an inclusive, respectful, courteous, safe environment free from bullying, sexual harassment, discrimination, victimisation and child abuse.

This Code of Conduct is also a child safety code of conduct made in accordance with Ministerial Order 870 (Child Safe Standards – Managing the Risk of Child Abuse in Schools), and is part of the School's Student Wellbeing framework of policies and procedures.

This Code of Conduct is in addition to profession specific codes of conduct, such as the Victorian Institute of Teaching's Standards of Professional Practice and Code of Conduct for teachers that outline behaviours expected by all teachers in Victoria. School personnel must also comply with other policies and procedures at the School that apply to them.

Breaches of this Code of Conduct will be handled in accordance with the Student Wellbeing - Concerns Management Procedure and the School's disciplinary policies and procedures.

The way we do our job

All staff at Ivanhoe Grammar School will:

- *support Student Safety*
- *support Student Learning, Personal, Social and Emotional Growth*

Specifically, staff will adhere to:

- the Student Wellbeing Policy and associated guidance material at all times;
- OHS

Approved by Principal's Executive October 2017
To be reviewed by October 2019

- critical incident and emergency response at all times;

Specifically, staff will provide or support the provision of learning experiences that:

- are delivered in an environment of mutual respect;
- are challenging but achievable;
- are tailored to each student;
- cater to individual learning styles, abilities, skills and talents; and
- do not involve discrimination.

Staff will also:

- promote the cultural safety, participation and empowerment of Aboriginal students;
- promote the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds; and
- promote the safety, participation and empowerment of students with a disability.

Recognise and ensure by their own actions that an appropriate and professional relationship with students without bullying, sexual harassment, discrimination, victimisation or child abuse is maintained at all times.

Specifically staff will:

- model and engage in professional, respectful and impartial language and behavior at all times;
- not engage in bullying, sexual harassment, discrimination, victimisation or child abuse towards or in the presence of students at any time;
- take all reasonable steps to protect students from bullying, sexual harassment, discrimination, victimisation or child abuse;
- promote awareness of definitions, prevention and redress actions to keep Ivanhoe Grammar School free from bullying, sexual harassment, discrimination, victimisation and child abuse among students, and between students and staff;
- be aware of and alert to risk factors related to and indicators of harm in students, and where appropriate, report such risks or indicators to Ivanhoe Grammar School and the relevant authorities;
- not take photos or videos of students without consent from the student's parent or guardian;

Approved by Principal's Executive October 2017
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- ensure, as far as is reasonably practicable, that staff are not alone with students unless it is necessary to fulfill the staff member's duty of care or professional duties;
- not engage in physical contact with a student unless it is necessary to fulfil a staff member's duty of care or professional duties. Staff will document and report to the Child Safety Officer and/or the Head of Campus any instances where they are required to have physical contact with a student;
- not use physical force (or the threat of physical force) to make students compliant;
- not consume alcohol in the presence of students, unless at an official school function at which alcohol consumption by staff has been approved by the Principal;
- not attend School while under the influence of alcohol or illegal drugs, or be affected by prescription medication to the extent it impairs the staff member's ability to perform his or her duties;
- not develop any 'special' relationships with students that could be seen as favouritism;
- document and report to the Child Safety Officer and/or the Head of Campus any instance where the staff member considers that a student is being overly familiar or is seeking to establish a personal relationship with them;
- only communicate directly (in person or through other means) with a student when the student is at school, out of hours contact with students will be through their parents. Unless necessary, such as to fulfill an out of school wellbeing contact role in the case of the Dean of International students or Homestay coordinator.
- ensure contact with students and all behaviour and conversations in the presence of students are professional, age appropriate, and do not involve the staff member's personal life;
- limit online contact with a student or their family to providing school related information or assisting with school work. Where teachers have a guardian role such as exchange coordinators, the Dean of international students and homestay coordinators contact to support the students wellbeing or safety is considered school related.;
- not exchange personal contact details such as personal phone numbers, social networking sites or private email addresses with students, unless approved by the Principal;
- respect the privacy of others by not sharing personal information about a student (including any information that could be used to identify a student) unless necessary for their safety or to promote their wellbeing and educational experience;
- where it is necessary to share personal information, only doing so in an environment where it will be treated confidentially; and
- ensure any response to a student's behavior or circumstance is commensurate with the student's age and vulnerability (and the staff member's responsibility for the care, safety and welfare of the student).

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Recognise that students are children who need extra care and to be provided with advocacy or assistance to advocate for themselves.

Specifically staff will:

- assess all new activities and environments for exposure of students to OH&S, bullying, sexual harassment, discrimination, victimisation and child abuse risks and ensure controls are implemented to eliminate or otherwise reduce these risks as much as is reasonably practicable;
- when considering OH&S, bullying, sexual harassment, discrimination, victimisation and child abuse risks - be aware that a higher level of supervision and consideration will be required for students to avoid injury to that which we afford other adults;
- listen and respond to the views and concerns of students, particularly if a student tells a staff member that they or another student has been abused and/or is worried about their safety (or the safety of another);
- assist students to refer any concerns or complaints to the wellbeing team;
- when considering student wellbeing issues - refer any concerns, concerning behaviours, allegations, complaints or even rumours to the wellbeing team in line with the Complaints Management Procedure; and
- if a staff member forms a reasonable belief that a student is in need of protection from child Abuse, or is displaying abusive behaviours - take steps to protect the student and make reports in line with the Complaints Management Procedure.

Related documents

- Student Wellbeing Policy
- Student Wellbeing - Concerns Management Procedure

I acknowledge that I have read Ivanhoe Grammar School Code of Conduct. My signature below means that I understand and agree to abide by the Code and that if I am found to be in breach of the Code I may be subject to disciplinary action, up to and including termination or employment.

Signature: Date:.....

Print Name:

Witness Signature: Date:.....

Print Witness Name:

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