



Child Safe Code of Conduct Rationale

A Child Safety Code of Conduct lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children. When everyone is educated about the Code of Conduct and the reasons it is so important to uphold, the School environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safety Code of Conduct helps to protect children from harm.

Our Child Safe Code of Conduct

Upper Yarra Secondary College is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe and supportive environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the School environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. Where a staff member breaches the Code, Upper Yarra Secondary College may take disciplinary action, including in the case of serious breaches, cessation of duty. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Upper Yarra Secondary College will support the implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide an inclusive, safe and orderly school and other learning environments. The Principal and school leaders will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

The Code is made available to all staff, volunteers, families and students.

The School reviews the Code annually and it is due for review in June 2018. Upper Yarra Secondary College has the following expectations of behaviours and boundaries for all adults interacting with students within our School community. This includes all teaching staff, non-teaching staff, School Council members, volunteers (direct and indirect), third party contractors, external education providers and parents/guardians.



DO:

- Behave as a positive role model to students.
- Promote the safety, welfare, and wellbeing of all students.
- Be vigilant and proactive about student safety and child protection issues.
- Provide age-appropriate supervision for students.
- Comply with guidelines published by the School within the Child Safety Policy and Child Safety Code of Conduct with respect to child protection.
- Treat all students and families in the school community with respect, both within the school environment and outside the school environment as part of normal social and community activities.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students.
- Use positive and affirming language toward students.
- Encourage students to 'have a say' and then listen to them with respect.
- Respect cultural, religious, political and gender-based differences.
- Help provide an open, safe and supportive environment for all students to interact and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Child Safety Code of Conduct to the School's leadership.
- Report concerns about child safety to one of the School's Child Protection Officers, namely our Principal, Assistant Principal, the School Chaplain and the School Wellbeing Coordinator.
- Ensure that your legal obligations to report allegations externally are met and ensure you understand and comply with all reporting or disclosure obligations as they relate to protecting children from harm or abuse.
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.
- Handle all personal information in accordance with the School's Privacy Policy.



DO NOT:

- Ignore or disregard any suspected or disclosed child abuse.
- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Use prejudice, oppressive behaviour, or inappropriate language with students.
- Express personal views on cultures, race, or sexuality in the presence of students.
- Discriminate against any student based on culture, age, gender, sexuality, religion, race, ethnicity, or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special' relationships with students that could be seen as favouritism or amount to grooming behaviour (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student that is not your own child.
- Engage in inappropriate personal communications with a student through any medium, including any online contact.
- 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 related to schoolwork or extra-curricular activities where there is a safety concern.
- Photograph or video a student without parental/guardian consent or in accordance with school policy or where required for duty of care purposes.
- Post online any information about a student that may identify them such as their: full name, age, e-mail address, telephone number, residence, school, or details of a club or group they may attend.
- Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate.
- Discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance or delivering the education curriculum.
- In the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances.



Duty of care in online environments

Principals and school staff must:

- identify risks which are **reasonably foreseeable** for students who are learning at home
- take **reasonable steps** which are in the school's control to prevent reasonably foreseeable harm to students

Reasonable steps to support student safety and wellbeing might include (but are not limited to):

- notifying parents about students moving to remote online learning
- school uses Department-approved technology to teach remote online learning
- school staff continue to comply with their existing obligations to behave appropriately and professionally online. **For example:**
 - **only using work email addresses to contact students**
 - **not revealing personal information like a home address**
 - **having appropriate working and learning spaces**
 - **professional dress and presentation**
 - **contacting students only during school hours**
 - **complying with the acceptable use of technology agreements**
- school staff respond to inappropriate student behaviour online (for example, inappropriate language or behaviour in a videolink) in the same way they would if the behaviour occurred on school grounds
- school staff consider any students with disabilities or behaviours of concern that might be the underlying cause of any online behaviour
- school staff follow the school's procedures for responding to/reporting suspected child abuse
- school staff act within the Department's Code of Conduct Policy
- school staff develop and update Student Safety Plans and Individual Learning Plan where appropriate
- school staff provide students with advice/details of school staff they can contact if they have any concerns or issues, including about inappropriate online behaviour (by both other students and school staff)
- reminding parents about how young people are impacted by long periods alone and the responsible and safe use of online platforms and the internet
- school staff provide students with details of mental health and wellbeing support available for students to access remotely, including emergency numbers and non-emergency counselling services.



Report any concerns

Third party contractors, external education providers, indirect contact volunteers, students, parents or other community members who have concerns that a child may be subject to abuse are asked to contact one of the School's Child Protection Officers.

Our Child Protection Officers may be contacted via the Main School Office in person or by calling 5967 1877.

Communications will be treated confidentially on a 'need to know basis' and all Personal Information will be dealt with in accordance with the School's Privacy Policy.

Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.