Rowville Primary School
Child Safety Code of Conduct

DET International CRICOS Code - 00861K

Help for non-English speakers

If you need help to understand this policy, please contact Rowville Primary School.

Purpose

Rowville Primary School is committed to the safety and wellbeing of children and young people. Our school will provide a safe and supportive environment for all children and young people from culturally and/or linguistically diverse backgrounds, international students and children with a disability.

- Our school community recognises the importance of and responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of students and enables them to thrive in their learning and development.

- Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school. It applies to all staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work.

- 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).

- The Child Safety Code of Conduct is intended to complement Child Protection legislations, Department of Education and Training policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

Acceptable Behaviours

As Rowville Primary School, staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- Upholding our Rowville Primary school commitment to child safety at all times and adhering to our Child Safety and Wellbeing 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 (LQBTIQ+) 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 the Principal or Assistant Principals
- 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.

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Definitions

Child Safety: encompasses matters related to protecting all children from child abuse, the risk of child abuse, providing support to a student at risk of child abuse and responding to incidents or allegations of child abuse.

Child abuse: any act committed against a child involving:

- A sexual offence
- An offence under Section 49B (2) of the **Crimes Act 1958** (grooming)
- The infliction on a child of:
    - Physical violence
    - Serious emotional or psychological harm
    - Serious neglect of a child

Child-connected work: work authorised by the school governing authority and performed by an adult in a school environment in which children are present or reasonably expected to be present.

School environment: any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:

- A campus of the school
- Online school environments (including email and intranet systems)
- Other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions and other events).

School staff: an individual working in a school environment who is:

- Directly engaged or employed by a school governing authority
- A volunteer or a contracted service provider (whether or not a body corporate or any other person as an intermediary) and including a chaplain or minister of religion.
- A school leader for child safety should have sufficient status and authority, including leadership support and the ability to direct other staff (where appropriate), to undertake the role effectively.

School governing authority means, in the case of a government school:

- The secretary; or
- A school council, as authorised by or under the Education and Training Reform Act 2006; or
- The Principal, as authorised by the proprietor of a school or under the Education and Training Reform Act 2006

School Improvement Team

- Principal
- Assistant Principals
- Leading Teacher
- Literacy Leader
- Numeracy Leader

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Guidelines

- The School Improvement Team of Rowville Primary School will support the implementation and monitoring of the Code of Conduct.
- The School Improvement Team will plan, implement and monitor arrangements to provide an inclusive, safe and orderly school learning environment.
- 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.
- The Code of Conduct applies in all school situations, include school camps/excursions and in the use of digital technology and social media.

Implementation

Unacceptable Behaviours:

As Rowville Primary school staff, volunteers, contractors and any other member of the school community involved in child-related work, we 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
- 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.

Breaches to the Child Safety Code of Conduct

- All Rowville Primary School 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 Rowville Primary School Child Safety Code of Conduct must be reported to the principal or Assistant Principal.
- If the breach or suspected breach relates to the principal, contact North-Eastern Victoria Region on 1300 333 231 or nevr@education.vic.gov.au.

Related Policies and Further Information

- **Child Safe Standards Policy**
- http://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx
- http://www.education.vic.gov.au/school/principals/spag/safety/Pages/alcohol.asp (link will be removed as no longer valid)

Review This policy will be reviewed every two years.

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2025
Approved by	Rowville Primary School Council
Next scheduled review date	July 2027