



## Child Safety Code of Conduct



### Help for non-English speakers

**If you need help to understand the information in this policy, please contact school on 03 9803 4590.**

Burwood East Special Developmental School (BESDS) 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, supportive and enriching 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.

At Burwood East Special Developmental School (BESDS), we consider the health, safety and wellbeing of all children and young people to be our highest priority. We strive to ensure the safety and wellbeing of children and young people at our school at all times. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently. We are committed to creating a safe, respectful and inclusive school environment where all students can be happy, confident and resilient, regardless of their sexual or gender identity, cultural background disability or other circumstances. We take account of the diversity of all children, including the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and vulnerable children. Any physical contact with children or young people must be appropriate to the delivery of the programs and services based on the needs of the individual rather than the needs of any staff.

The Principal and school leaders of Burwood East SDS will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Burwood East SDS 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.

### **Purpose**

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

All Burwood East Special Developmental School (BESDS) 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).

If you do not understand any aspect of this policy, or you would like to talk about any concerns you have, please contact our school on 03 9803 4590 or [burwood.east.sds@education.vic.gov.au](mailto:burwood.east.sds@education.vic.gov.au).



### Acceptable behaviours

As BESDS, 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 BESDS commitment to child safety at all times 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 the leading teachers.
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures <https://www.besds.vic.edu.au/>
- 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 behaviours

As BESDS, staff, volunteers, contractors and members of our school community involved in child-connected 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



#### VRQA Registration Requirement for Victorian Schools

- 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 BESDS 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 BESDS Child Safety Code of Conduct must be reported to the Acting Principal, Helen Smith ph 98034590, the Assistant Principal, and the leading teachers.

If the breach or suspected breach relates to the principal, contact the North Eastern Victoria Region by contacting [nevr@edumail.vic.gov.au](mailto:nevr@edumail.vic.gov.au) or PH 1300 333231.

### **Approval and review**

<b>Review date</b>	June 2022
<b>Consultation &amp; approval with school council</b>	28/10/2022
<b>Consultation with school community by newsletter</b>	04/11/2022
<b>Consultation with school community by website</b>	November 2022
<b>Endorsed by</b>	Principal
<b>Endorsed on</b>	24/10/2022
<b>Next review date</b>	June 2024