



Child Safe Code of Conduct

All YRPS leadership, staff, volunteers and contractors/tradespeople are expected to demonstrate exemplary behaviour, uphold good practice and follow our zero tolerance stance on child abuse. It is a requirement that they abide by this Code (and where applicable, their own professional Code of Conduct) when working with young people.

All personnel are responsible for supporting the safety, participation, wellbeing and empowerment of children.

This policy has been developed to ensure that employees and volunteers adhere to their obligations to protect children from abuse and commit to listening to and protecting children.

All people involved in the care of children at Yarra Road Primary School, will:

- Adhere to Yarra Road Primary School's Child Safety Policy at all times, in all school environments (e.g. camps and excursions) and uphold the YRPS statement of commitment to child safety at all times;
- Take reasonable steps to protect children from abuse;
- Treat all young people with respect;
- Listen and respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another;
- Give enthusiastic and constructive feedback rather than negative criticism;
- Maintain professional behaviour at all times and establish a child-safe environment in the course of their work or school involvement;
- Promote the cultural safety, participation and empowerment of:
 - Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
 - Children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
 - Disability (for example, during personal care activities)
- Wear clothing that is appropriate for work with children;
- Be fair, impartial, considerate and honest with others;
- Treat children and young people with respect and value their ideas and opinions;
- Act as positive role models in their conduct with children and young people;
- Respect the privacy of children, their families and teachers/carers, and only disclose information to people on a 'need to know' basis;
- Ensure as far as practicable that adults are not left alone with a child, particularly in 'high risk' activities such as overnight camps, first aid, in change rooms or working with children who have high support needs etc;
- Report and raise concerns about inappropriate staff/volunteer conduct to leadership or Child Safety Officer (Student Wellbeing Coordinator);
- Report any allegations, disclosures or general child safety concerns to leadership and/or Child Safety Officer;
- Ensure as quickly as possible that any child(ren) at risk are safe;
- Follow Yarra Road Primary School's Procedure for Disclosure when a 'reasonable belief' has been formed

Staff and volunteers must not:

- Shame, humiliate, oppress, belittle or degrade children or young people, including on the basis of culture or religion;
- Discriminate against any child, including because of culture, race, ethnicity or disability
- Engage in any activity with a child or young person that is likely to physically or emotionally harm them, including acts of discipline;
- Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
- Be alone with a child or young person unnecessarily and for more than a very short time;
- Engage with students outside of school hours through social media;
- Develop a 'special' relationship with a specific child or young person for their own needs;
- Show favouritism towards particular children through the provision of gifts or inappropriate attention;
- Arrange contact, including online contact, with children or young people outside of the school's curriculum programs and activities;
- Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
- Work with children or young people while under the influence of alcohol or illegal drugs;
- Engage in open discussions of a mature or adult nature in the presence of children;
- Express personal views on cultures, race or sexuality in the presence of children;
- Use inappropriate language in the presence of children;
- Put children in any situation where they could be at risk of abuse;
- Ignore or disregard any suspected or disclosed child abuse;
- Do anything in contravention of Yarra Road Primary School's policies, procedures or this Code of Conduct.

Conduct around the Premises

- You are a role model for the children. Everything you do should reflect this.
- Do not smoke anywhere on the premises including in your vehicle.
- Do not smoke in front of young people.
- Recreational drugs should never be taken onto premises under any circumstances.
- No-one should consume alcohol before work or before volunteering.
- Prescribed drugs should be kept hidden and out of reach.
- Make sure language and conversation is appropriate.
- Report any accidents or breakages immediately.

Practices never to be allowed

- A volunteer to be alone with a child.
- Rough, physical or sexually provocative activities.
- Young people to be left unattended. A person who is ultimately responsible for the young people must always be present.
- Allow or engage in any form of inappropriate touching.
- Allow young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a young person.
- Reduce a young person to tears as a form of control.
- Allow allegations made by a young person to go unrecorded or not acted upon following procedure.

Name:

Signature:

Date: