



Code of Conduct Policy

Code of Conduct for employees, volunteers and contractors working with children and young people.

Staff, volunteers and contractors at Winchelsea Primary School are required to abide by this code. Staff are expected to sign a statement that they agree to abide by the Winchelsea Primary School's *Child Safety Code of Conduct*.

The Principal and Leadership Team will:

- Be responsible for the overall welfare and wellbeing of staff and volunteers.
- Be accountable for managing and maintaining a duty of care towards other staff and volunteers.
- Nominate a Child Protection Officer to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

All Staff and volunteers involved in the care of children on behalf of Winchelsea Primary School will:

- Operate within the policy and guidelines of Winchelsea Primary School.
- Work towards the achievement of the aims and purposes of the organization.
- Be responsible for relevant administration of programs and activities appropriate to their work.
- Maintain a duty of care towards others at all times.
- Establish and maintain a child safe environment.
- Be fair, consistent and honest with all 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.
- Be professional in their actions at all times.
- Maintain strict impartiality.
- Comply with specific Department of Education guidelines on physical contact with children.
- **Respect the privacy of children, their families and carers, and only disclose information to people who have a need to know.**
- Maintain a child safe environment for children and young people.
- Contact the police (000) if a child is at immediate risk of abuse.

No person shall:

- Shame, humiliate, oppress, belittle or degrade children or young people.
- Unlawfully discriminate against any child.
- Engage in any activity with a child or young person that is likely to physically or emotionally harm them.
- 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.
- Develop a 'special' relationship with a specific child or young person for their own needs.
- Show favouritism through the provision of gifts or inappropriate attention.
- Arrange contact, including online contact, with children or young people outside of the school's programs and activities.
- Photograph or video of 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.
- Use inappropriate language in the presence of children.
- Do anything in contravention of the school's policies, procedures or this *Code of Conduct*.

Evaluation:

- This policy will be reviewed every 2 years