

# CHILD SAFETY CODE OF CONDUCT



## PURPOSE

Frankston Heights Primary School has a zero tolerance for child abuse and is committed to protecting the safety, wellbeing and rights of all children and young people.

This Child Safety Code of Conduct outlines the expected standards of behaviour for all adults who interact with students and supports our commitment to creating and maintaining a child safe culture where every child feels safe, respected, valued and empowered.

All staff, volunteers, contractors, service providers, school council members and any other adults engaged in child-connected work at Frankston Heights Primary School must comply with this Code of Conduct.

This Code applies in all physical and online environments used by students and during all school activities, including outside school hours where the activity is organised, supervised or authorised by the school, such as camps, excursions, sporting events and other school programs.

## Our Commitment to Child Safety

Frankston Heights Primary School is committed to embedding a culture of child safety and wellbeing in everything we do. We recognise that every member of our school community has a shared responsibility to protect children from abuse and to promote their safety and wellbeing.

We are committed to:

- maintaining a zero tolerance for child abuse
- embedding child safe practices across all aspects of school life
- clearly defining roles and responsibilities for child safety
- listening to and acting on the views and concerns of children and young people
- promoting the cultural safety, participation and empowerment of all students
- ensuring all child safety concerns are responded to promptly, consistently and in accordance with legislative and Department requirements.

## What is Child Abuse?

Child abuse includes:

- physical abuse
- sexual abuse
- grooming
- family violence committed against or in the presence of a child
- serious emotional or psychological abuse
- serious neglect.

Child abuse may be perpetrated by an adult or another child and includes student-to-student incidents where abuse has occurred.

Every adult at Frankston Heights Primary School has a responsibility to protect children from abuse and to respond appropriately to any concerns, suspicions or disclosures.

## ACCEPTABLE BEHAVIOURS

Frankston Heights Primary School staff, volunteers, contractors and members of our school community involved in child-connected work are responsible for supporting and promoting the safety of children by:

- complying with the school's Child Safety Policy, this Code of Conduct and all child safety procedures
- placing the safety and wellbeing of every child above all other considerations
- treating everyone all with respect, fairness and care
- providing a physically and emotionally safe environment for students
- listening to students and responding appropriately to their views, concerns and disclosures
- promoting the cultural safety, participation and empowerment of:
  - Aboriginal and Torres Strait Islander students
  - students from culturally and linguistically diverse backgrounds
  - students with disability
  - international students
  - students who are unable to live at home
  - lesbian, gay, bisexual, transgender, gender diverse, intersex and queer (LGBTIQ+) students
- maintaining appropriate professional boundaries with students at all times
- ensuring, wherever practicable, that one-to-one interactions with students occur in open, observable environments or within the line of sight of another adult
- reporting all child safety concerns, suspicions, disclosures or allegations immediately to the Principal or the school's Child Safety Officer (Assistant Principal)
- complying with mandatory reporting obligations, the school's Child Abuse – Identification and Response Policy, and the Department of Education's [PROTECT Four Critical Actions](#).
- taking immediate action to ensure the safety of any child believed to be at risk of harm.

## UNACCEPTABLE BEHAVIOURS

Frankston Heights Primary School staff, volunteers, contractors and members of our school community involved in child-connected work must not:

- ignore or fail to act on concerns, suspicions or disclosures of child abuse or harm
- develop relationships with students that could be perceived as favouritism, inappropriate or grooming behaviour
- give gifts, provide special treatment or communicate privately with students in ways that are unrelated to their professional role
- engage in behaviour that is intimidating, humiliating, offensive, discriminatory or abusive
- use inappropriate, offensive or sexualised language in the presence of students
- engage in discussions of a mature or adult nature that are inappropriate for students
- express discriminatory views about a student's culture, race, religion, disability, gender identity or sexual orientation
- engage in unnecessary physical contact with students
- place themselves in situations where they are unnecessarily alone with a student
- ignore or condone inappropriate behaviour by another adult towards a student
- place students at unnecessary risk of harm through their actions or omissions

- undertake personal care tasks that students can reasonably perform themselves unless required for health, disability support or safety
- communicate with students through personal social media accounts, personal email addresses, text messages or other private communication platforms unless authorised by the school, required for an approved educational purpose or necessary due to an urgent safety concern
- photograph, film or record students except in accordance with the school's Photographing, Filming and Recording Students Policy or where required for duty of care purposes
- consume alcohol contrary to school policy or use illicit drugs in school environments or at school activities involving students
- have contact with students outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

### **Responding to Child Safety Concerns**

All adults engaged in child-connected work at Frankston Heights Primary School must act immediately if they form a reasonable belief that a child is at risk of abuse or harm.

Concerns, suspicions, disclosures and allegations of child abuse must be reported to the Principal or the school's Child Safety Officer as soon as possible and managed in accordance with:

- mandatory reporting obligations
- the Department of Education's PROTECT Four Critical Actions
- the school's Child Abuse – Identification and Response Policy
- all relevant legislative requirements.

The immediate safety of the child must always be the first priority.

### **Breaches to the Child Safety Code of Conduct**

Any staff member, volunteer, contractor, School Council member or other adult engaged in child-connected work who breaches this Code of Conduct may be subject to disciplinary action in accordance with their employment conditions, professional standards, relevant industrial instruments or terms of engagement.

Where a reportable allegation is made, the matter will be managed in accordance with the Department of Education's Reportable Conduct Scheme Policy and may be referred to Victoria Police or other relevant authorities.

All actual, suspected or alleged breaches of this Code of Conduct must be reported to the Principal and the school's Child Safety Officer.

If the concern relates to the Principal, the matter should be referred to the Departments hotline on 1800 338 663 or [enquires@education.vic.gov.au](mailto:enquires@education.vic.gov.au)

### **APPROVAL AND REVIEW**

|                         |                                                                                                                               |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Revised date</b>     | September 2025                                                                                                                |
| <b>Consultation</b>     | Education subcommittee - September 2025<br>School Council - September 2025<br>School Community (via Sentral) – September 2025 |
| <b>Endorsed by</b>      | School Council – September 2025                                                                                               |
| <b>Endorsed on</b>      | September 2025                                                                                                                |
| <b>Next review date</b> | September 2027                                                                                                                |

# COMMITMENT TO CHILD SAFETY POLICY AND CODE OF CONDUCT



**I agree to adhere to Frankston Heights Primary School Child Safe Policy and Code of Conduct.**

In fulfilling my roles and responsibilities I understand that this does not displace or discharge any other obligations that arise if I reasonably believe that a child is at risk of child abuse.

In the case of an allegation of **child abuse**, I will:

1. immediately inform appropriate authorities about the allegation (including but not limited to mandatory reporting);
2. protect within reasonable means any child connected to the alleged **child abuse** until the allegation is resolved; and
3. make, secure, and retain records of the allegation of **child abuse** and the school's response to it.
4. phone 000 if I believe a child is at immediate risk of abuse.

Name: .....

Signature: .....

Date: .....