



Child Safe Standards

CODE OF CONDUCT

All staff and volunteers must sign a Code of Conduct declaration at the start of employment and on an annual basis to show that they understand the principles of our Code of Conduct, confirm that they have complied with them in the previous 12 months and agree to adhere with them in the future. This Code of Conduct is to be read in conjunction with all other policies, procedures and guidelines.

*This document was developed utilising and adapting content from:
Commission for Children and Young People (2015), A guide for creating a child safe organisation 2.0
State Government of Victoria, Department of Health & Human Services (2015) An overview of the Victorian child safe standards*

Spatzenschule

Child Safe Code of Conduct

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in Spatzenschule's activities, including Board members, teachers, contractors, volunteers and parents.

Spatzenschule has zero tolerance for child abuse.

This Code of Conduct should be read in conjunction with:

- Spatzenschule
- Toorak Primary School Child Safety

Responsibilities of Spatzenschule Staff, Contractors and Volunteers

Staff, Contractors and Volunteers must:

- Ensure they are clear about their roles and responsibilities regarding child safety. Where they are unsure, they must seek guidance from Spatzenschule Board Chair
- Observe child safe standards and expectations for appropriate behaviour towards and in the company of children as laid out in this code of conduct
- Adhere to the Spatzenschule child safe policy at all times and uphold Spatzenschule statement of commitment to child safety and the organisation's philosophy at all times
- Adhere to the child safety requirements of the host school: Toorak Primary School
- Maintain a safe environment for all children
- Take all reasonable steps to protect children from abuse
- Ensure they are aware of their obligations to immediately report suspected abuse and **to Call the police on 000 if there is an immediate concern for a child's safety**
- Ensure they are aware of the indicators when a child may be at risk of harm or significant harm.
- Represent Spatzenschule in a positive way
- Report any identified risks to child safety officer and Spatzenschule Board Chair as soon as practicable
- Ensure all relevant checks are up to date (i.e. Working with Children Check, VIT etc)
- Observe all the rules and policies of the Spatzenschule including those specified in the constitution and any others determined by the Spatzenschule Board or the membership of the organisation
- If child abuse is suspected, ensure as quickly as possible that the student/s is safe and is protected from harm
- Encourage children and young people to express themselves and their opinion
- Listen and respond to the views and concerns of children
- Act as a positive role model
- Report any allegations of child abuse to the Spatzenschule Board Chair and delegated Child Safety Officer
- Report any allegation of abuse to the appropriate authority e.g. Department of Health and Human Services, Victoria Police, CCYP
- Support the safety, participation, wellbeing and empowerment of children
- Inform children and young people if physical contact is required for any purpose, and ask them if they are comfortable with this interaction
- Treat students and parents in the Spatzenschule community with respect, both within and outside the learning environment
- Treat all who enter the Spatzenschule with courtesy, respect and consideration, act on complaints and provide services to the best of their ability
- Attend child safeguarding training

- Follow any grievance procedures set down by the Spatzenschule Board to try to resolve any conflicts with staff, students and parents
- Declare any conflicts of interest with children, young people and their families

Staff, Contractors and Volunteers must not:

- Exhibit harmful behaviour, including abusive behaviour toward or in the presence of children and young people
- Use physical force e.g. smacking or hitting for any form of discipline
- Engage in rough physical games
- Communicate with a child through personal or private networks (including online, text messaging, gaming, email)
- Seek contact with children and young people outside of Spatzenschule programs
- Take photographs or video without appropriate clearance from the Board Chair (i.e. for a Spatzenschule related activity and never for personal use) and consent of the child and the consent of their parents
- Take photos or videos of a child on a personal device and/or for personal use
- Request that a child keep secrets from other adults, children or their parents
- Discriminate against any child because of disability, age, gender identity, race, culture, sexual orientation, religion or ethnicity
- Develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- Exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps may be appropriate sometimes, for example while reading a storybook to a small child in an open plan area)
- Put children at risk of abuse (for example, by locking doors)
- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm;
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes;
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- Use inappropriate language in the presence of children
- Seek to use children in any way to meet the needs of adult's express personal views on culture, race or sexuality in the presence of children
- Have contact with a child or their family outside of the Spatzenschule without the Child Safety Officer's knowledge and/or consent (for example, no babysitting – accidental contact, such as seeing people in the street, is appropriate)
- Have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- Ignore or disregard any suspected or disclosed child abuse
- Discuss confidential issues of the Spatzenschule with people outside the organisation
- Take illegal drugs or consume alcohol when on duty or on Spatzenschule premises
- Harass in any form students, other staff or parents of the Spatzenschule or Toorak Primary School

Spatzenschule Board Chair and Child Safe Officer must:

- Act as role models, modelling compliance and championing child safety across the organisation's activities
- Ensure that all staff:
 - are clear about their roles and responsibilities regarding child safeguarding and child protection.
 - are required to observe child safe standards and expectations for appropriate behaviour towards and in the company of children.
 - always adhere to Spatzenschule child safe policy and uphold Spatzenschule statement of commitment to child safety.

- take all reasonable steps to protect children from abuse.
- are aware of their obligations to immediately report suspected abuse
- are aware of the indicators when a child may be at risk of harm or significant harm.
- Provide and attend training and development for all staff in the recognition and reporting of abuse and harm.
- Ensure appropriate policies and procedures are in place to protect children and young people from abuse
- Provide easily understandable and accessible reporting procedures
- Ensure that any allegations of child abuse are reported to the appropriate authorities i.e. the police, Child protection, DET, CCYP.
- Meet all obligations under the Reportable Conduct Scheme.
- Ensure that any allegations of child abuse related incidents are reported to Toorak Primary School, where they have overlapping duty of care.
- If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) is safe.
- Ensure all staff have access to relevant acts, regulations, standards and other resources for them to fulfil their obligations.
- Treat all Spatzenschule stakeholders with respect.
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal child's self-identification).
- Promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds (for example, by having a zero-tolerance approach to discrimination).
- Promote the safety, participation and empowerment of children with a disability (for example, by having a zero tolerance of discrimination).
- Encourage all children to 'have a say' and participate in all relevant Spatzenschule activities where possible, especially on issues that are important to them.
- Ensure as far as practicable that adults are not left alone with a child.
- Engage in regular performance review regarding child safe practices and culture
- Meet with staff and volunteers regularly to discuss overarching matters related to child safeguarding and the implementation of child safeguarding policy; and
- Meeting with staff on an urgent basis to support and guide decision making in the event of suspected child abuse, breach of the child safe policy or code of conduct.

Code of Conduct Breaches

Definition

A breach is any action or inaction by any member of the Spatzenschule to whom this code of conduct applies that fails to comply with the guidelines set out above.

Processes to manage a breach of the Code of Conduct

Breaches will be managed in a fair, unbiased and supportive manner. The following will occur:

- All people concerned will be advised of the process;
- All people concerned will be able to provide their version of events;
- The details of the breach, including the versions of all parties and the outcome will be recorded;
- Matters discussed in relation to the breach will be kept confidential; and
- An appropriate outcome will be decided.

Suitable outcomes for breaches

Depending on the nature of the breach, outcomes may include:

- Providing closer supervision;
- Further education and training;

- Mediating between those involved in the incident (where appropriate);
- Disciplinary procedures if necessary;
- Termination of employment or engagement with the Spatzenschule;
- Reporting allegations, disclosures and concerns to authorities and:
- Reviewing current policies and procedures and developing new policies and procedures

Relevant Legislation and standards include:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Child Safe Standards (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010: Sections 166, 167, 174
- Education and Care Services National Regulations 2011: Regulations 155, 156, 157, 175
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009 (Cth)
- Fair Work Regulations 2009 (Cth)
- National Quality Standard, Quality Area 4: Staffing Arrangements
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Racial Discrimination Act 1975
- Racial and Religious Tolerance Act 2001 (Vic)
- Sex Discrimination Act 1984 (Cth)
- Victorian Institute of Teaching: The Victorian Teaching Profession Code of Conduct
- Victorian Institute of Teaching: The Victorian Teaching Profession Code of Ethics

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to **Spatzenschule Board Chair** (refer to Spatzenschule contact list).

This Code of Conduct will be reviewed by Spatzenschule annually.

I have read this Code of Conduct and agree to abide by it at all times.

Name: _____

Signature: _____

Role: _____

Date: _____

Board Chair: -----

Signature: -----