

CODE OF CONDUCT

ELTHAM College take a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all Child Safety Standards as specified in Ministerial Order No. 870 (2015)

All staff, volunteers, contractors and board members of ELTHAM College are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of ELTHAM College are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- Adhering to the ELTHAM 'Commitment to Child safety' policy ([see our website for more details](#)), at all times and upholding this 'Code of Conduct'
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect
- Listening and responding 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
- Promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- Ensuring awareness of the risks of child abuse and difficulties that may be experienced by students who are from overseas or a culturally and/or linguistically diverse background, to express an issue of concern and seek assistance or advice.
- Promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- Ensuring as far as practicable that adults are not left alone with a child
- Reporting any allegations of child abuse to the Principal, Child Safety Officer, Deputy Principal or Section Directors, and ensure any allegation to reported to the police or child protection
- Reporting any child safety concerns to the Principal, Child Safety Officer, Deputy Principal or Section Directors, if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- Encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

ELTHAM College staff and volunteers must not:

- 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 could be appropriate in some instances, 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)

- 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
- Express personal views on cultures, race or sexuality in the presence of children
- Discriminate against any child, including because of culture, race, ethnicity or disability
- Initiate or seek social or personal contact with students or their family outside school without prior knowledge or consent of the child safety officer unless there is a valid professional or personal context (a valid context may include because of the student's relationship with their own child or an existing family relationship or because of an accidental or unplanned meeting, such as seeing people in the street)
- Have social networking connections with current students, where the primary reason for knowing is via the College. An exception to this are staff who are also parents of current students. They can be connected to their children, as the primary connection between the staff member and the student is their direct family connection
- Ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to the Principal, Child Safety Officer, Deputy Principal or Section Directors.

If you believe a child is at immediate risk of abuse phone 000.

I agree to adhere to this Code of Conduct:

Name: _____

Signature: _____

Date: _____