



## MWPS Child Safe Code of Conduct

**MWPS has a NO tolerance policy to abuse, neglect, bullying and harassment.**

**All staff, volunteers and community members of Mount Waverley PS are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of students, as noted below.**

**All personnel of MWPS are responsible for supporting the safety, participation, wellbeing and empowerment of students by:**

- adhering to MWPS Student Wellbeing, Engagement and Inclusion Policy and upholding MWPS statement of commitment to child safety at all times
- taking all reasonable steps to protect students from abuse, neglect, bullying and harassment
- treating everyone with respect
- teaching students how to use electronic media safely and provide safety curriculum and opportunities to practise safety skills
- being observant of student behaviours and vigilant in supervision of students
- being perceptive of signs of distress or suspected incidents of abuse, neglect or bullying
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another student has been abused or bullied and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal students (for example, by never questioning an Aboriginal student's self-identification)
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of students with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a student. Volunteers working with students must be supervised by teachers
- making efforts to remove opportunities for abuse or bullying by actively supervising the yard and classroom and other learning environments including excursions, camps, first aid, bus travel, swimming programs
- reporting any allegations of student abuse to the school Principal / Student Wellbeing Coordinator/ School Leaders, and ensure any allegation are reported to the police or child protection as per the Mandatory Reporting guidelines and Children, Youth and Families Act
- reporting any student safety concerns to the school Principal / Student Wellbeing Coordinator/ School Leaders
- if an allegation of child abuse is made, ensuring as quickly as possible the student is removed from the source of distress and safe
- encouraging students to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them
- undertaking Mandatory Reporting updates and following reporting guidelines

- understanding and complying with all reporting processes and obligations

**Staff and volunteers must not:**

- develop any 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students)
- exhibit behaviours with students which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a young student in an open plan area)
- put students at risk of abuse (for example, by locking doors)
- do things of a personal nature that a student can manage or do for themselves, such as toileting or changing clothes – support or assistance for a student with special needs and/or a disability may be required as agreed by the Student Support Group or School Leadership
- engage in open discussions of a mature or adult nature in the presence of students (for example, personal social activities)
- use inappropriate language in the presence of students such as swearing, lewd, crude or coarse language or language like sarcasm, innuendos, insults
- express personal views on cultures, race or sexuality in the presence of students
- discriminate against any student because of age, gender, culture, race, ethnicity, vulnerability, sexuality or disability
- have contact with a student or their family outside of our organisation without the school Principal/AP 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 and/or emails which are of an educational nature
- 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 School Principal, Student Wellbeing Coordinator, School Leadership.

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

Staff Name \_\_\_\_\_

Staff signature \_\_\_\_\_

Date \_\_\_\_\_