



## Thomastown West Child Code of Conduct 2024 - 2026

### Thomastown West Primary School's Child Safety Code of Conduct



#### Help for non-English speakers

If you need help to understand the information in this policy, please contact Thomastown West Primary School on 03 9465 4317 or [thomastown.west.ps@education.vic.gov.au](mailto:thomastown.west.ps@education.vic.gov.au).

Thomastown West Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The principal and school leaders of Thomastown West Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The principal and school leaders of Thomastown West Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

**PROTECT**



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## PURPOSE

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Thomastown West Primary School staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

## Acceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the school's statement of commitment to child safety at all times and adhering to the Thomastown West Primary School's Child Safe and Wellbeing Policy
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- immediately reporting any allegations of child abuse or other child safety concerns to the Thomastown West Primary School Principal or Assistant Principal
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our **Child Safety Responding and Reporting Policy and Procedures** and the **PROTECT Four Critical Actions**.
- ensuring that swift actions are taken to protect student(s) from harm if child abuse is suspected.

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### Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes<sup>1</sup>
- consume alcohol contrary to school policy<sup>2</sup> or take illicit drugs under any circumstances in the school environment or at other school events where students are present.

### BREACHES TO THE CHILD SAFETY CODE OF CONDUCT

All Thomastown West Primary School staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

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<sup>1</sup> SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx> . The policy says the school should get consent before taking and publishing photos of a student. This applies every time a photo is taken. The same policy applies for excursions and school activities.

<sup>2</sup> SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/alcohol.aspx> . The policy says the school must obtain school council approval before alcohol can be consumed on school grounds or at a school activity. The policy says staff members should not consume alcohol during camps and excursions. It is silent on whether they can consume alcohol at other school events where students are present, this is a matter that the school needs to decide upon – draft text is provided in the guidance fact sheet



## Thomastown West Child Code of Conduct 2024 - 2026

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education's Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Thomastown West Primary School Child Safety Code of Conduct must be reported to the Principal and Assistant Principal

If the breach or suspected breach relates to the principal, contact North-Western Victoria Region on 1300 338 691 or [nwvr@education.vic.gov.au](mailto:nwvr@education.vic.gov.au).

### MORE INFORMATION AND RESOURCES

- [TWPS Child Safe Policy](#)
- [TWPS Responding and Reporting \(Including Mandatory Reporting\) Policy](#)

### EVALUATION

This Code of Conduct was endorsed and approved by the Thomastown West Primary School School Council.

<b>Date Implemented</b>	2018; 2020; 2022; 2024
<b>Author</b>	Principal Assistant Principal TWPS Leadership Team
<b>Approved By</b>	School Council
<b>Date Reviewed</b>	October 2018; November 2020; June 2022, 23 July 2024
<b>Responsible for Review</b>	Principal
<b>Review Date</b>	14/06/2026
<b>References</b>	Victorian Government Schools Policy Advisory Guide