



Child Safe Code of Conduct

All staff, volunteers and board members of Mooroolbark 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 Mooroolbark are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Mooroolbark College child safe policy at all times / upholding Mooroolbark College statement of commitment to child safety at all time
- taking all reasonable steps to protect students from abuse
- treating everyone with respect
- listening and responding to the views and concerns of students, 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 students (for example, by never questioning an Aboriginal child'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 student with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a student
- reporting any allegations of child abuse to Mooroolbark College School Child Safety Officer (Principal class) / leadership, and ensure any allegation to reported to the police or child protection
- reporting any child safety concerns Mooroolbark College Child Safety Officer (Principal class) / leadership
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging students to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

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 children)
- put students at risk of abuse (for example, by locking doors)
- use inappropriate language in the presence of children
- discriminate against any student, including because of culture, race, ethnicity or disability
- 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.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Mooroolbark College Child Safety Officer (Principal class) / leadership.

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

I agree to adhere to this Code of Conduct:

Name:

Signature:

Date:

Code of conduct

Child safe standards toolkit: resource three

The child safe standards require organisations that provide services for children¹ to have a code of conduct that establishes clear expectations for appropriate behaviour with children. A code of conduct can help you enforce appropriate behaviour with children in your organisation to help protect children from abuse.² You may already have an existing code of conduct. You can use this resource, which includes a sample code of conduct, to develop or review your organisation's code of conduct.

What is a code of conduct?

The sample code of conduct outlines expected standards for appropriate behaviour with and in the company of children, including online conduct.

It should be adapted to fit your organisation and the services you provide for children. You could use this example as a basis for developing a code of conduct, or use it to address any gaps in your existing code of conduct.

Your organisation may wish to use a code of conduct:

- as part of induction training for new leadership members, staff and volunteers
- as part of refresher training for existing leadership members, staff and volunteers
- to inform parents/carers and other persons associated with the organisation what behaviour they can expect from the organisation's leadership, staff and volunteers
- to support and inform organisational protocols and reporting procedures should breaches of the code be suspected or identified
- include a reference to the code of conduct in employment advertisements and contracts to ensure compliance.

Further information

Further information on child safe standards can be found on the [Department of Health and Human Services website](http://www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations): <www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations>

Additional resources for organisations in the child safe standards toolkit can be found on the [Department of Health and Human Services website](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards): <www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards>. In particular, [An Overview to the Victorian child safe standards](http://www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc), has information to help organisations understand the requirements of each of the child safe standards, including examples of measures organisations can put in place, a self-audit tool and a glossary of key terms: <www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>

Note for registered schools: a forthcoming Ministerial Order under the *Education and Training Reform Act 2006* will contain the minimum actions that schools must take to meet each of the child safe standards. There will be a

¹ For a [list of the organisations in scope](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/in-scope-organisations-for-child-safe-standards) for the child safe standards, please see the Department of Health and Human Services website: <www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/in-scope-organisations-for-child-safe-standards>.

² The child safe standards aim to protect children from abuse in organisations, including physical violence, sexual offences, serious emotional or psychological abuse and serious neglect. For further explanation of the different types of child abuse, please see see [An Overview of the Victorian child safe standards](http://www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc): <www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>.

lead in time before regulation will commence to allow schools time to prepare. The Department of Education and Training and the Victorian Registration and Qualifications Authority will provide information and materials specifically for schools to assist with capacity building and compliance.

Registered schools can contact the Department of Education and Training:

child.safe.schools@edumail.vic.gov.au

Early childhood services operating under the *National Quality Framework* or *Children's Services Act 1996* should contact: licensed.childrens.services@edumail.vic.gov.au

Licensed children's services enquiry line: 1300 307 415

Disclaimer

This document provides general guidance only on the child safe standards. The Department of Health and Human Services does not guarantee that the examples provided in the document are sufficient for the purposes of an organisation's compliance with existing regulatory or government funding requirements.