



# Child Safe Code of Conduct



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Beaconsfield Upper Primary School on 5944 3591

**Beaconsfield Upper 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.

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

All Beaconsfield Upper 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).

The Principal and school leaders of *Beaconsfield Upper 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 *Beaconsfield Upper Primary School* will also provide information and support to enable the Code of Conduct to operate effectively.

## Acceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-connected work, 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 our Child Safety 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 disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- reporting any allegations of child abuse or other child safety concerns to the school's leadership and understanding and complying with all reporting or disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures and the and the [PROTECT Four Critical Actions](#).

- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

## Unacceptable behaviours

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

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student 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 or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances.
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

## Breaches to the Child Safety Code of Conduct

All Beaconsfield Upper 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.

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

All breaches and suspected breaches of the Beaconsfield Upper Primary School Child Safety Code of Conduct must be reported to the principal. [beaconsfield.upper.ps@education.vic.gov.au](mailto:beaconsfield.upper.ps@education.vic.gov.au) or phone 03 59443591

If the breach or suspected breach relates to the **principal**, contact South Eastern Victoria Region ([sevr@education.vic.gov.a](mailto:sevr@education.vic.gov.a) or 1300 338 738).

## Approval and review

<b>Created date</b>	March 2025
<b>Consultation</b>	Ongoing via offer to provide feedback as outlined on our website

	School council March 2025 meeting.
<b>Endorsed by</b>	School Council
<b>Endorsed on</b>	March 2025
<b>Next review date</b>	March 2027