

# CROYDON SDS

## CHILD SAFETY CODE OF CONDUCT



### Help for non-English speakers

If you need help to understand this policy, please contact the school office on ph 9725 4933 or by email at [croydon.sds@education.vic.gov.au](mailto:croydon.sds@education.vic.gov.au)

### PURPOSE

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

All Croydon Special Developmental School (Croydon SDS) 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

At Croydon SDS, staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Croydon SDS commitment to child safety at all times and adhering to our Child Safety Policy
- treating students and families in our school community with respect in our school environment and outside our 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 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 that any physical contact with children or young people is appropriate to the delivery of the programs and services based on the needs of the individual child/young person rather than the needs of any staff, or where it is immediately required and reasonably necessary to protect the safety of a student or another person, in accordance with Victorian laws and department policy on [physical restraint](#).

For students who require physical assistance, (e.g. personal care, mobility, etc.) this is planned and documented in relevant plans, (safe work procedure documents, personal care consent form, personal care plans, student learner profiles, sunscreen application, and Personal Emergency Evacuation Plan (PEEP)). Plans are developed and implemented by relevant staff and external therapists, parents' consent to personal care and PEEP plans.

Staff are provided with training to support student care needs. We conduct annual manual handling training, induct all new staff with general toileting/personal care needs, and provide safe work procedure training annually for staff working with individual students who have one of these plans.

- 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 principal or child safety officers, Christine Pillot or Judith McDonald.
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures <http://www.croydonsds.vic.edu.au/index.php/policies-and-documents/> 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

At Croydon SDS, staff, volunteers, contractors and members of our 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, by 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](#).  
Staff will use school owned devices when taking photos and videos of students. Staff personal devices must not be used to take photos or videos. Permission may be given for staff to use their own device in particular circumstances; on these limited occasions there will be a follow up process to ensure images have been uploaded to the school network and then deleted from personal devices.
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- 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 Croydon SDS 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 and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Croydon SDS Child Safety Code of Conduct must be reported to the principal and child safety officer Judith McDonald.

If the breach or suspected breach relates to the principal, contact (North Eastern Victoria Region Office (NEVR) on 1300 333 231, Mary Azer (SEIL) and consult with Assistant Principal.

## APPROVAL AND REVIEW

<b>Created date</b>	August 2024
<b>Consultation</b>	School Council 16/6 and 12/8 2024. The Child Safe Review Panel, 20 and 27 May, 2024.
<b>Approved by</b>	Principal School council 12/8/2024
<b>Next review date</b>	August 2024