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JOHN  
MONASH  
SCIENCE SCHOOL

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**CHILD SAFE POLICY –STANDARD 3**

**CODE OF CONDUCT**

**(STAFF, VOLUNTEERS & CONTRACTORS)**

Version 1: 26<sup>th</sup> July 2016

Version 2: 9th October 2018

Approved by School Council: 9th October 2018

Developed by: Sally Cheah-Johnson

Signed by President of JMSS School Council:

## CHILD SAFE POLICY – STANDARD 3

### JOHN MONASH SCIENCE SCHOOL CODE OF CONDUCT

#### PURPOSE:

The John Monash Science School (JMSS) Code of Conduct outlines expected standards for appropriate behaviour with and in the company of students, including online conduct. This Code of Conduct applies to all JMSS personnel including members of staff, volunteers and contractors who work with our students.

This Code of Conduct aims to protect students 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.

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

#### IMPLEMENTATION:

The JMSS Staff Code of Conduct will be:

- part of the Induction Program for new leadership members and staff
- part of the JMSS Professional Development calendar for all staff
- communicated to the JMSS community to inform parents/guardians and students what behaviour they can expect from the school's leadership and staff
- used in support of reporting procedures should breaches of the Code be suspected or identified
- included in employment advertisements and contracts to ensure compliance.

❖ See Appendix 1 - Definitions

All staff of JMSS are required to observe Child Safe principles and expectations for appropriate behaviour towards and in the company of students, as noted below:

❖ See Appendix 2 – Resource & References

**All staff of JMSS are responsible for supporting the safety, wellbeing and empowerment of students by:**

- adhering to JMSS Child Safe Policy and to ensure student safety at all times

- taking all reasonable steps to protect students from abuse (physical, emotional, sexual)
- treating all students with respect
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another student have been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal students
- promoting the cultural safety, participation and empowerment of students with: racial, religious, culturally and/or linguistically diverse backgrounds, gender diversity, and sexual orientation.
- promoting the safety, participation and empowerment of students with a disability.
- ensuring as far as practicable that staff and volunteers are not left alone with a student
- reporting any allegations of child abuse and student safety concerns to the JMSS Child Safety Officer (Assistant Principal – Student Achievement & Wellbeing) and ensuring all allegations are reported to the police or Child Protection Services.
- ensuring (as quickly as possible) that the student(s) is / are safe when an allegation is made.

**Staff, volunteers and contractors are not to:**

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with students that could be seen as favouritism or amount to 'grooming' behaviour
- exhibit behaviours with students which may be construed as unnecessarily physical, and not justified by the educational 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 delivering the education curriculum
- discriminate against any student because of his / her disability, gender, race, culture, vulnerability, sexual diversity or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where the communication is related to school work or extra-curricular activities or where there is a safety concern or urgent matter
- photograph or video a student in a school environment except in accordance with the school policy or where required for school purposes
- consume alcohol or drugs in the presence of students in the school environment.

DRAFTED BY:

Sally Cheah-Johnson - Assistant Principal (Student Achievement & Wellbeing) with input from School Council sub-committee: Programs and Policies Committee (members: Principal

Class Officers, parents, school councillors, student representatives).

PROPOSED REVIEW DATE: July 2019

## APPENDIX #1:

# PROTECT



## APPENDIX #1:

Resource & Reference: DEPARTMENT OF EDUCATION

### Child Safe Standard 3: Definitions

**Child abuse** includes— any act committed against a child involving:

- a sexual offence or
- an offence under section 49B(2) of the **Crimes Act 1958** (grooming)
- the infliction, on a child, of:
- physical violence or
- serious emotional or psychological harm
- serious neglect of a child.

**Child-connected work** means work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

**Child safety** encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

**Proprietor** in relation to a government school, means the Secretary of the Department of Education and Training.

**School environment** means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:

- a campus of the school
- online school environments (including email and intranet systems)
- other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).

**School governing authority** means, in the case of a government school:

- the Secretary; or
- a school council, as authorised by or under the **Education and Training Reform Act 2006**; or
- the principal, as authorised by the proprietor of a school or under the **Education and Training Reform Act 2006**.

**School staff** being an individual working in a school environment who is:

- directly engaged or employed by a school governing authority;
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary), and including a chaplain or minister of religion.

APPENDIX #2:

PROTECT



Education  
and Training

## Resources and References:

- [A step-by-step guide to making a report to Child Protection or Child FIRST](#)
- Commission for Children and Young People (2015) *A Guide for Creating a Child Safe Organisation 2.0*
- Department of Health and Human Services (2015) *Code of conduct: Child safe standards toolkit: resource three*
- Our Community (2016) *Child Protection Tool Kit, What every not-for-profit organisation must do now*
- [Protecting the safety and wellbeing of children and young people](#)
- [Protecting Children - Mandatory Reporting and Other Obligations](#) - elearning module (log-in required)
- State of Victoria (2010) *Protecting the safety and wellbeing of children and young people: A joint protocol of the Department of Human Services Child Protection, Department of Education and Early Childhood Development, Licensed Children's Services and Victorian Schools*
- **Victorian Institute of Teaching (2013) *Victorian Teaching Profession Codes of Conduct and Ethics***
- Victorian Government, Education & Reform Act 2006, Gazette No. S2, January 2016, *Child Safe Standards – Managing the Risk of Child Abuse in Schools*, Ministerial Order No. 870.
- Victorian Registration and Qualification Authority (2016) *Information Sheet. Child Safety Standard 3: Child safety code of conduct.*
- **Victorian Registration and Qualification Authority (2016) *Information Sheet. Child Safety Standard 3: Child safety code of conduct - acceptable and unacceptable behaviour.***