

	OAKLEIGH GRAMMAR v8	
POLICY DOCUMENT NAME	Staff Code of Conduct Policy	
DATE RATIFIED BY BOARD OF MANAGEMENT	November 2018	
DATE FOR REVIEW	November 2019	

Oakleigh Grammar has a **zero-tolerance approach to child abuse**. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 870. Underpinning the information and procedures discussed in this policy is the *Children, Youth and families Act 2005*.

All teachers, staff, volunteers and Board of Management of Oakleigh Grammar are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Our Senior Leadership Team, consisting of Heads of School and Deputy Principal, are the School's **Child Safe Officers**. They take the lead in protecting children from abuse and have procedures in place to address child abuse allegations and risks, and take responsibility for ensuring an appropriate response.

All personnel of Oakleigh Grammar are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Oakleigh Grammar child safe policy at all times / upholding Oakleigh Grammar statement of commitment to child safety at all time
- following Oakleigh Grammar documented procedures and taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, 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 children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds including international students (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)

- ensuring as far as practicable that adults are not left alone with a child
- refer any allegation of child abuse to an SLT / Child Safe Officer and ensure the allegation is reported to Child Safe or Child Protection
- reporting any child safety concerns to the relevant SLT / Child Safe Officer
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children 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 children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical
- put children at risk of abuse (for example, by locking doors or meeting in isolated rooms)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have contact with a child or their family outside of our organisation without Head of School's knowledge and/or consent (for example: no babysitting; no tutoring). Accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters) other than email
- no social media contact with students unless they are School approved formats
- there should be no personal information communicated on-line by any employee of the School
- 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 the relevant Child Safe Officer (Head of School and/or Deputy Principal).

If a staff member believes a child is at risk of abuse/neglect they are to contact the relevant Child Safe Officer (HOS or DP) and collectively make the following call:

1. During office hours contact **CHILD FIRST 1300 762 125 (Monash) for wellbeing/neglect issues.**
 2. Contact **CHILD PROTECTION 1300 360 391** for a **child in immediate danger of abuse or significant harm.** After hours contact CHILD PROTECTION 131 278 (state-wide number)
- Child First / Child Protection will contact police if required.