

Ivanhoe Primary Community Code of Conduct

All staff, volunteers and board members of Ivanhoe Primary are required to observe student safe principles and expectations for appropriate behaviour towards and in the company of students, as noted below.

This code of conduct is used:

- 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.

All personnel of Ivanhoe Primary are responsible for supporting the safety, participation, wellbeing and empowerment of students by:

- adhering to Ivanhoe Primary student safe policy at all times / upholding Ivanhoe Primary statement of commitment to student 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 student 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 student'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, integration and empowerment of students 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 student abuse to Ivanhoe Primary Student Safety Officer (Principal/Assistant Principal), and ensure any allegation to reported to the police or student protection
- reporting any student safety concerns to Ivanhoe Primary Student Safety Officer (Principal/Assistant Principal)
- if an allegation of student abuse is made, ensure as quickly as possible that the student(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 students)
- exhibit behaviours with students which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small student in an open plan area)
- put students at risk of abuse (for example, by locking doors)
- do things of a personal nature that a student can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of students (for example, personal social activities)

- use inappropriate language in the presence of students
- express personal views on cultures, race or sexuality in the presence of students
- discriminate against any student, including because of culture, race, ethnicity or disability
- have contact with a student or their family outside of our organisation without our student safety officer's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate)
- have any online contact with a student or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed student abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Ivanhoe Primary Student Safety Officer (Principal/Assistant Principal).

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: