

# Insight Education: Policy document

## Child Safe Standards 2016

### Code of Conduct: All members of the Insight Education community

*Insight Education takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015)***

**All board members, management, staff and volunteers of Insight Education are required to observe child safe principles and expectations for appropriate behaviour towards, and in the company of, children as noted below.**

**All members of the Insight Education community are responsible for supporting the safety, participation, wellbeing and empowerment of students by:**

- adhering to the Insight Education 'Commitment to Child Safety' policy (see attached), at all times and upholding this Code of Conduct at all times
- taking all reasonable steps to protect students from abuse
- treating all members of the school community with respect
- listening and responding to the views and concerns of students, particularly if they are disclosing that they or another student have been abused and/or are worried about their own safety or the safety of another student
- promoting the cultural safety, participation and empowerment of Aboriginal children e.g. 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 e.g. by having a zero tolerance of discrimination
- promoting the safety, participation and empowerment of students with a disability e.g. during personal care activities
- ensuring as far as practicable that adults are not left alone with a student
- reporting any allegations of child abuse to the school principal and ensure that any allegation is reported to child protection or the Victoria police
- reporting any child safety concerns to the school principal
- if an allegation of child abuse is made, ensure as quickly as possible that the student is safe
- encouraging students to 'have a say' and participate in all relevant activities where possible, especially on issues that are important to them

**Insight Education personnel must not:**

- develop any 'special' relationships with students that could be seen as favouritism e.g. offering gifts to, or giving special treatment to, particular students
- exhibit behaviours with students which may be construed as unnecessarily physical e.g. sitting on lap while reading a story
- put students at risk of abuse e.g. by locking doors

- undertake tasks 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 e.g. 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 because of culture, race, ethnicity or disability
- have contact with a student or their family outside the school without the principal's knowledge and consent
- have any online contact with a student or their family unless necessary e.g. providing families with e-newsletters
- 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 school principal – Tim Hemphill.

**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: .....

*TH June 2016*

*Endorsed by Board of Management: Date*

*Review Date:*

