

Code of Conduct Policy

Hartwell Primary School

Ratified by School Council: November 2016

Staff at Hartwell Primary School form a professional dedicated team committed to the personal well-being and education of the students in their care.

Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children 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, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Hartwell Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments.

The Principal and school leaders of Hartwell Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below.

The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

Acceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the school's statement of commitment to child safety at all times and adhering to the school's child safe policy
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- reporting any allegations of child abuse or other child safety concerns to the school's leadership
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child 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 school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances.

Hartwell Primary School has expectations that this **Code of Conduct** will be implemented within the context of our **School Values**. Staff behaviour linked to each school value is identified in the table below.

Value	Behaviour
Integrity	<ul style="list-style-type: none"> • Display Professionalism • Being true to beliefs/morals /values • Promote open and honest communication • Treat others with honesty and equality • Display loyalty to school, colleagues and students • Act responsibly • Be consistent • Publicly support the School and Staff values. • Keep confidences • Promote pride in the profession
Respect	<ul style="list-style-type: none"> • Treat others fairly and honestly • Show consideration • Interact without prejudice • Respect yourself • Care for others, the environment and property • Actively listen to others • Accept the different views of others • Respect confidentiality • Show consideration, courtesy and patience towards others • Meet deadlines and work expectations

<p>Co-operation</p>	<ul style="list-style-type: none"> • Work as a team • Support colleagues physically and emotionally • Celebrate your successes • Encourage each other • Share responsibility • Work towards common goals • Be inclusive of staff members • Respond with humour
<p>Optimism</p>	<ul style="list-style-type: none"> • Reflect on learning • Display a desire to learn • Encourage professional learning in colleagues • Share new learnings • Be willing to accept coaching/mentoring • Learn from mistakes • Apply new learning to different situations • Promote pride and excellence in work
<p>Empathy</p>	<ul style="list-style-type: none"> • Acknowledge individual talents/skills/abilities • Support self-expression • Foster acceptance of ideas • Have an open mind to change • Promote creativity • Willingly question • Appreciate the difference within our school community

This Code of Conduct was endorsed by the Hartwell Primary School Council in November 2016 for review if legislative or other changes require in the interim or no later than December 2018