



The KDS Child Protection Code of Conduct outlines appropriate standards of behaviour for all adults in the School environment towards students. It serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the School environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

The KDS Child Protection Code of Conduct applies to all adults in the School community including:

- School Council members;
- the Principal and the Leadership Team;
- all staff members, including non-teaching Staff and temporary or casual Staff;
- all Volunteers;
- all Contractors (including External Education Providers);
- teaching students on placement at the School;
- parents/carers and other adult family members of students; and
- Visitors.

All Staff, Volunteers and Contractors are required to sign an agreement to adhere to the Code of Conduct before commencing work at the School. All parents sign an agreement to abide by the Child Protection Code of Conduct on enrolment.

Our Child Safety and Protection Program also includes a Staff and Student Professional Boundaries policy that provides detailed guidance for all Staff, Volunteers, Contractors and External Education Providers on how to maintain professional boundaries between students and adults at the School.

This Policy applies in all physical, virtual and online School environments used by students during or outside of school hours, including all locations provided for a student's use, (for example on-site and off-site sporting grounds, camps and excursions and environments provided by external education providers and other contractors).

The School reviews the Child Protection Code of Conduct annually and after any incident. A Child Protection briefing is held annually for all staff. School Council has approved the Child Protection Code of Conduct. The Child Protection Code of Conduct is published on our public website and Staff Portal.

It is the School's policy that any breach of the Child Protection Code of Conduct is a child safety incident that must be reported internally. Any breach that meets the threshold for external reporting must also be reported to the relevant external authority.

Staff, including the Leadership Team and Principal, Volunteers and Contractors who breach this Code of Conduct may be subject to disciplinary actions that may result in a range of measures including (depending on the severity of the breach):

- a verbal and/or written apology;
- counselling to address behaviour;
- increased supervision;
- the restriction of duties;
- suspension or, in the case of serious breaches,
- termination of employment, contract or engagement;
- any other form of discipline that the School considers reasonable and appropriate.

Acts that are potentially illegal will be reported to police

Where any other member of the School Community breaches any obligation, duty or responsibility within our Child Protection Code of Conduct, the School will take appropriate action.

Reporting Concerns

Staff: It is the School's policy that any breach of the Child Protection Code of Conduct is a child safety

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incident. Therefore, all Staff, Volunteers (Direct Contact and Regular), and Contractors (Direct Contact and Regular) who witness, or suspect, any breach of this Code of Conduct must report their concern internally and, if required, also externally.

Staff who, in good faith, make an internal report alleging a breach of the Child Protection Code of Conduct will be protected from victimisation or other adverse consequences. For further information see the KDS Whistleblower Policy)

Our Child Safety and Protection Policy includes information for Staff, Volunteers and Contractors about how to identify key indicators of child abuse or other harm and how to report child safety incidents or concerns internally and to relevant authorities.

Students: The School provides students with information about and encourages them to use multiple pathways to raise child safety incidents or concerns about or at the School, including breaches of the Child Protection Code of Conduct. These include informal and formal ways, via annual briefings, as part of the School Wellbeing curriculum, through signage around the School with an anonymous email address for reporting concerns, and the School Psychologist

Parents/carers, family members or other community members who witness or suspect that there has been a breach of this Code of Conduct; or, has concerns that a child or young person associated with the School may be subject to abuse or harm from a member of Staff, a Volunteer or a Contractor, should contact:

- the Principal, Marc Light, on 9527 0049 marc.light@kds.vic.edu.au or,
- if the concern relates to the Principal, the School's Senior Child Safety Officer David Opat, by phoning 0414 504 006 or emailing david.opat@kds.vic.edu.au

Communications will be treated confidentially on a 'need to know basis'.

By observing the following standards you acknowledge your responsibility to immediately report any breach of this code to The King David School Principal or the Senior Child Safety officer.

I agree to adhere to the King David School Child Safety & Protection Code of Conduct:

Name (please print clearly):

Signature:

Date:

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THE KING DAVID SCHOOL



Acceptable Behaviours

All staff, volunteers, contractors and Council members are responsible for supporting the safety of children by:

- adhering to The King David School Child Protection Policy at all times
- complying with applicable guidelines published by the School with respect to child safety, such as the Staff and Student Professional Boundaries policy
- behaving as positive role models to students.
- taking all reasonable steps to promote the safety, wellbeing and welfare of children
- being vigilant and proactive with regard to student safety and wellbeing, including child protection issues.
- providing age-appropriate supervision for students.
- treating everyone in the School community with respect, by being honest, courteous and helpful
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander Aboriginal children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (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
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.
- 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
- intervening when students are engaging in inappropriate behaviour towards others or acting in a humiliating or vilifying way.
- reporting any child safety concerns or allegations of child abuse to the School Principal or Leadership Team,
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- understanding and complying with all legislative obligations, including mandatory reporting obligations as they relate to their role
- maintaining a smoke-free workplace
- respecting the privacy of students and their families and only disclosing information to people who have a need to know.

IF YOU BELIEVE A CHILD IS AT IMMEDIATE RISK OF ABUSE PHONE 000.

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Unacceptable Behaviours

All staff, volunteers, contractors and Council members must not

- ignore or disregard any suspected or disclosed child abuse or other harm;
- engage in any form of inappropriate behaviour towards students or expose students to such behaviour;
- engage in prejudicial or oppressive behaviour or use inappropriate language with students;
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- initiate inappropriate or unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes. In Preschool and Junior School staff may have physical contact with students to assist with changing clothes, toileting or to comfort a distressed child. From Year 5 upward, staff not normally have physical contact with students. Handshakes 'high fives' or similar hand to hand contact is acceptable at any age

There are exceptions in some circumstances (e.g. first aid, Physical Education, Dance, Drama and Music) where physical contact may be required. The staff member should only do so with the agreement of the student and be very careful that any touching is done in a professional manner, and not near the student's private areas.

- engage in any form of physical violence towards a student including inappropriately rough physical play.
- use physical means or corporal punishment to discipline or control a student.

If a student must be physically restrained as they are trying to run away, hurt themselves or others, reasonable physical contact is allowed. This may mean firmly holding a student by the hand or in the case of younger students holding them in a hug to help them to calm down. Staff are advised to only use a minimal level of force required to ensure that the problematic behaviour stops. If this occurs parents should be advised that this has occurred on the same day.

- engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- engage in any form of sexual conduct with a student including making sexually suggestive comments or gestures; and sharing sexually suggestive material or images. express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, culture, race, vulnerability, sexuality, ethnicity or disability
- engage in activities with a student who is not your own child, outside of school hours and without permission from the student's parent/carer.
- engage in undisclosed private meetings with a student who is not your own child
- have any communication with students using any social media or personal phone/email contacts. The only communication should be via School email accounts. (Refer Section 4 -6 of the Child Protection Policy).
- take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- attend work or work with children whilst under the influence of alcohol or illicit drugs or whilst under the side effects of prescription drugs

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