



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

If you require access to this policy in a language other than English, please contact the Principal's office on 9016 2000

Code of Conduct for contractors, volunteers and visitors

Introduction

Penleigh and Essendon Grammar School values its culture of safety, trust and respect. The school has a policy of zero tolerance for child abuse. It has a commitment to ensure that all those involved in child-connected work in the school environment, both physical and online, during and outside school hours, are aware of their responsibilities to protect children and to ensure that they register their intention to adhere to this code of conduct.

Breach of this code may result in cessation of engagement with the school. Depending on the circumstances, the school may also refer the matter to the police.

Our Privacy Policy sets out the manner in which we collect, use, disclose and manage personal information and should be consulted with reference to your agreement as set out below.

Please refer to the Code of Conduct for Staff and others who interact with students for additional information for adults involved in child-related work.

Definitions

Child-connected work: work performed by an adult in a school environment (including online) when children are present or reasonably expected to be present. Occasional direct or indirect contact with children that is incidental to the work may occur.

Child-related work: work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional contact with children that is incidental to the work.

Code of Conduct

All adults involved in child-connected work at the school, including contractors, volunteers and visitors, are required to observe child safe principles and expectations for appropriate behaviour. Parents and caregivers are also reminded of expectations for their cooperation as summarized in the Parent Code of Conduct.

Appropriate behaviour includes:

- avoiding interactions with children other than those essential to the carrying out of the contracted tasks or purpose of the visit;
- 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 reporting that they or another child has been abused and/or are worried about their safety or the safety of another;
- recognising the diverse and unique experiences of First nations children and promoting a culturally safe environment
- promoting the participation and empowerment of children with culturally and/or linguistically diverse backgrounds and children identifying as gender diverse, by having zero tolerance of discrimination;
- promoting the safety, participation and empowerment of vulnerable children including children with a disability and those experiencing difficult family circumstances;
- ensuring as far as practicable that adults are not left alone in an area with a single child unless authorised;
- reporting any allegations of child abuse to the Principal, Vice Principal or the school staff member supervising the contracted works or visit and ensuring any allegation is reported to the police or child protection;
- reporting any child safety concerns to the Principal, Vice Principal or the school staff member supervising the activity, contracted works or visit;
- if an allegation of child abuse is made, ensuring as quickly as possible that all children are safe.

Unacceptable behaviour:

- do not have physical contact with children;
- do not have discussions of a mature or adult nature in the presence of children, make jokes or innuendos of a sexual nature;
- do not use or condone obscene gestures or pornographic material on school property;
- do not permit access to sexually explicit material on school property;
- do not express personal views on cultures, race or sexuality in the presence of children;
- do not discriminate against any child, including because of age, disability, vulnerability, culture, race, ethnicity, sexuality or gender preference.

Communication and media behaviour:

- do not have contact with a child outside of school except with the permission of the child's parent or guardian;
- ensure online contact with a child or their family is for educational purposes and by using the school's authorised IT system, unless with the permission of the child's parent or guardian;
- report to the Head of Section, Vice Principal or Principal any conduct encountered online which you consider may put a child's safety at risk;
- ensure telephone contact with a child or their family is for educational purposes, unless with the permission of the child's parent or guardian;
- do not take photographic images of students except for designated school purposes. Such images should not be stored on a personal device but must be transferred to a school file within seven days as specified in the Photography Protocol Policy and deleted from a personal device;
- do not publish or upload photographic or audio material of a student to any location without the consent of the student's parent and the school.

Report any suspected or disclosed child abuse to the Principal, Vice Principal, Head of Section or your supervisor.

If you believe a child is at immediate risk of abuse phone 000.

*Updated: May 2023
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