

## Reporting and Responding

Our school records any child safety complaints, disclosures or breaches of the Child Safety Code of Conduct, and stores the records in accordance with security and privacy requirements.

Our policy assists staff, volunteers and families to:

- identify the indicators of a child or young person who may be in need of protection
- understand how a 'reasonable belief' is formed
- make a report of a child or young person who may be in need of protection
- comply with mandatory reporting obligations under child protection law and their legal obligations relating to criminal child abuse and grooming under criminal law.

**Report any suspected child abuse to a member of our leadership team.**

## Resources:

Responding to allegations of student sexual assault

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/sexualassault.aspx>

Government Schools Website: [DET PROTECT resources](#)

Safe Schools Hub 2014, *National Safe Schools Framework Glossary*, Australian Government Department of Education and Training.

State of Victoria 2016, *Child Safe Standards – Managing the Risk of Child Abuse in Schools: Ministerial Order No. 870*, Education and Training Reform Act 2006, Victorian Government Gazette No. S2.

Victorian Government Department of Justice 2016, *Betrayal of Trust Implementation*

[VRQA Child Safe website](#)

[DHHS Child Safe Resources](#)

Victorian Institute of Teaching: [www.vit.edu.au](http://www.vit.edu.au)

Training:

DET Mandatory Reporting module at:

<http://www.elearn.com.au/det/protectingchildren>

Visit the school web page:

<http://www.timboonp12.vic.edu.au/>



*Strength Through  
Understanding*

***Child Safety Induction for Staff, School Council  
members, volunteers and contractors.***

**This Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the School environment. All staff, volunteers, contractors and School Council members of Timboon P-12 School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children. Timboon P-12 School has adopted a Child Safety Code of Conduct that articulates our zero tolerance of child abuse.**

**PROTECT**

**Protecting children & young people  
from abuse is our responsibility**



# DO

- Adhere to Timboon P-12 School child safe policy at all times and take all reasonable steps to protect children from abuse
- Treat everyone with respect
- Listen and respond 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
- Promote the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- Promote the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- Promote the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- Ensure as far as practicable that adults are not left alone with a child
- Report any allegations of child abuse to the Leadership team and ensuring that any allegations are reported to the police or child protection
- Understand and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- Encourage children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them

# DO NOT

- Ignore or disregard any suspected or disclosed child abuse
- Develop any 'special' relationships with children that could be seen as favouritism
- Exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps.)
- Put children at risk of abuse (for example, by locking doors)
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- Use inappropriate language in the presence of children
- Express personal views on cultures, race or sexuality in the presence of children
- Discriminate against any child, including because of culture, race, ethnicity or disability
- Have contact with a child or their family outside of our organisation without a leadership team knowing. This clause is not intended to prevent contact at community events
- Have any online contact with a child or their family (unless necessary, e.g.e-newsletters or assisting students with their school work)
- Exchange personal contact details such as phone number, social networking sites or personal email addresses
- Photograph or video a child without the consent of the parent/guardians
- Work with children whilst under the influence of alcohol or illegal drugs
- Consume alcohol or drugs at school or school events in the presence of children