



Child Safe Code of Conduct

All staff, volunteers and School Council members of Keilor Downs College are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of students, as outlined below.

All personnel of the College are responsible for supporting the safety, participation, wellbeing and empowerment of students by:

- adhering to the Keilor Downs College Child Safe Policy at all times
- ensuring that all adult/student relationships are professional at all times
- taking all reasonable steps to protect students from any abuse within the school environment
- treating everyone in the KDC Community with respect and discretion
- listening and responding to the views and concerns of students, particularly if they allege any abuse or safety concerns about themselves or another student
- promoting the cultural safety, participation and empowerment of students with culturally diverse backgrounds or with a disability and having a zero tolerance of discrimination
- reporting any allegations of child abuse or child safety concerns to a member of the House, Wellbeing or Principal Team who must ensure that allegations are reported to the police or child protection
- if an allegation of child abuse is made, ensure as quickly as possible that the student is safe
- professionally questioning any behaviour towards students by a staff member or volunteer that appears to be inappropriate, either directly with the staff member concerned and/or with a member of the college leadership team
- encouraging the contribution of student voice in relevant decision-making and policy development activities where possible, especially on issues directly affecting students

Staff and volunteers must not:

- develop any 'special' relationships with students that could be seen as favouritism, for example, the offering of gifts or special treatment for specific students
- exhibit behaviours with students which may be construed as unnecessarily physical, for example, sitting on laps or prolonged hugging, or of any inappropriate or sexualised nature
- initiate unnecessary physical contact with a student or do things of a personal nature that a student can do for themselves, such as toileting or changing clothes
- ensuring as far as practicable that they are not alone with a student out of line of sight of another person. If required to be alone with a student, ensuring that this is in an appropriate setting, for an appropriate purpose and directly related to their professional role. If staff are required to transport a student on their own, they should seek parent consent or, in exceptional circumstances, ensure the prior knowledge of an appropriate colleague (Principal Team member where possible).
- engage in open discussions of a sexualized nature in the presence of students (for example, personal social activities) or use inappropriate language in the presence of students. Discussions required within curriculum or school programs are an exception.
- express negative personal views on cultures, race or sexuality in the presence of students or discriminate against any student on any grounds, including culture, race, ethnicity, sexuality or disability
- have planned contact with a student outside of the College, unless on College business, or due to family or community connections or formal associations such as sporting or coaching roles
- have any personal or inappropriate online contact with a student. Email contact for professional reasons or contact within accepted school applications such as Edmodo or Compass are acceptable.
- give out personal mobile phone numbers to students unless for professional reasons such as security on excursions or camps or for learning support such as VCE revision
- Staff who are also parents of current students must ensure clear separation between their professional responsibilities and interactions with students in social, community and online situations as parents
- ignore or disregard any suspected or disclosed child abuse

All members of the college community have a responsibility to immediately report any breach of this code to a member of the Wellbeing, House or Principal Teams.