



Quarry Hill Primary School

Website: www.quarryhillps.vic.edu.au
Email: quarry.hill.ps@edumail.vic.gov.au

Phone: 03 5442 3537
Fax: 03 5442 7590

CODE OF CONDUCT - VOLUNTEERS

PURPOSE

All staff, volunteers and School Council members of Quarry Hill Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of Quarry Hill Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Quarry Hill Primary School child safe policy at all times / upholding Quarry Hill Primary School statement of commitment to child safety at all time
- 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 telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal 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
- reporting any allegations of child abuse to Quarry Hill Primary School Child Safety Officer (Assistant Principal), and ensure any allegation is reported to the police or child protection
- reporting any child safety concerns to Quarry Hill Primary School Child Safety Officer (Assistant Principal)
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)

- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- 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
- ignore or disregard any suspected or disclosed child abuse.
- have any online contact with a child (including by social media, email, instant messaging etc) without parent knowledge or unless necessary for school work.
- photograph or video a child for external use, without the consent of the parent or guardians
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Quarry Hill Primary School Child Safety Officer (Assistant Principal)

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

I have read the Volunteers in Schools policy and agree to adhere to this Code of Conduct:

Name: _____

Signature: _____

Date: _____