ALBANY RISE PRIMARY SCHOOL
Child Safety Code of Conduct
Staff, Parents, Volunteers & Visitors

REVIEW DATE: 2026

Help for non-English speakers

If you need help to understand this policy, please contact the Albany Rise Primary School Administration.

Purpose

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Albany Rise Primary School staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

Acceptable behaviours

As Albany Rise Primary School, staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Albany Rise Primary School commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LQBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- reporting any allegations of child abuse or other child safety concerns to school leadership including either the principal, assistant principal or primary welfare officer
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures https://drive.google.com/drive/folders/0APsGZOeO2A7QUk9PVA and the PROTECT Four Critical Actions.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

Unacceptable behaviours

As Albany Rise Primary School, staff, volunteers, contractors and member of our school community involved in child-connected work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student

ARPS POLICY

- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the Photographing, Filming and Recording Students policy or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

Breaches to the Child Safety Code of Conduct

All Albany Rise Primary School staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Albany Rise Primary School Child Safety Code of Conduct must be reported to the principal, assistant principal and/or Primary Welfare Officer.

If the breach or suspected breach relates to the principal, contact Joanne Wastle, Senion Education Improvement Leader (SEIL), North East Victoria Region on 03 8392 9300.

Approval and review

Created date	May 2025
Consultation	Consultation representative groups: school council – 6th May 2025
Endorsed by	School Council President Principal
Endorsed on	14th May 2025
Next review date	2026

Resources: https://www2.education.vic.gov.au/pal/child-safe-standards/policy

https://www.vic.gov.au/develop-your-schools-child-safety-code-conduct#1-assess-the-template

Google Drive: https://drive.google.com/drive/folders/0APsGZOeO2A7QUk9PVA
Website: https://albanyrise-ps.vic.edu.au/about-us/policies/

I agree to adhere to this Code of Conduct:

Name: ……WWCC number……

Signature: …… Date: ……

ARPS POLICY