



Child Safety Code of Conduct

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Help for non-English Speakers



If you need help to understand the information in this policy, please contact the school office by phoning 03 9782 1333 or emailing Banyan.Fields.PS@education.vic.gov.au

Purpose

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

All staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work at Banyan Fields Primary School 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).

Alignment with School Values

This policy aligns with our school values as follows:

Tenacity	The Code of Conduct supports adults to consistently uphold their responsibility for child safety, even when doing so is difficult or uncomfortable. It promotes speaking up, responding to concerns, following reporting obligations and persistently advocating for the safety and wellbeing of every child.	
Equity	The Code of Conduct establishes that every child has the right to be safe, respected, heard and treated fairly. It supports inclusive practices that recognise and respond to the individual needs, identities, abilities and circumstances of children, particularly those who may be more vulnerable.	
Stewardship	Child safety is a shared responsibility. The Code of Conduct promotes respectful relationships, collaboration, appropriate communication and working together with students, families, colleagues and external professionals to create a safe environment.	

Synergy

The code of Conduct reinforces the responsibility entrusted to adults to protect children and act in their best interests. It requires adults to maintain professional boundaries, use their position responsibly, identify risks, respond to concerns and contribute to a culture where child safety is actively upheld.



Acceptable Behaviours

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

- upholding our 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, trans and gender diverse, intersex, queer, questioning and asexual (LGBTIQA+) 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 one of the school improvement leaders
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our [Child Abuse \(including grooming\) – Identification and Response Policy and Procedures](#) 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 staff, volunteers, contractors and members of the Banyan Fields Primary 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





- 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 of the Child Safety Code of Conduct

Any staff, volunteers, contractors and member of the Banyan Fields Primary 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 Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Banyan Fields Primary School Child Safety Code of Conduct must be reported to the principal.

If the breach or suspected breach relates to the principal, contact Debby Chaves, Senior Education Improvement Leader by email: Debby.Chaves@education.vic.gov.au





Policy Review and Approval

Policy last reviewed	Term 4, 2026		
Reviewed by	Principal		
In consultation with	Wellbeing Working Party School Community (Newsletter)	Date of consultation	Term 4, 2026
Approved By	☐ Principal	☒ School Council	
Date of approval			
Next scheduled review date	Term 4, 2028		

