

YARRA PRIMARY SCHOOL

CODE OF CONDUCT

Yarra Primary School is a part of the Victorian Government state school system. We have a diverse range of children and cultures at the school. We are committed to the safety and wellbeing of all children and young people, regardless of their age, culture, beliefs, socioeconomic circumstances, disability, family living situation, child rearing practices or educational level.

We have a zero-tolerance approach to child abuse. Child abuse can be physical, emotional, sexual or occur through neglect.

It is the right of all members of the school community to experience a safe and supportive learning and teaching environment – whether on school premises, on camps and excursions, online or at other school events. School Council, the Principal, staff, students, parents/ carers, external provider groups and visitors have a right to be treated with respect, and enjoy an environment that is safe, free from bullying (including cyber bullying), harassment, violence, discrimination or intimidation.

The school uses a values matrix and we expect all people who enter our school to exhibit these values:

- Commitment
- Respect
- Caring.

We expect all people who enter our school to exhibit these values through consistent use of the **Values Matrix**:

	Learning Spaces	Yard/ During Breaks	Movement
 <p>We value COMMITMENT</p>	<ul style="list-style-type: none"> • Persistence is key • Present your work neatly • Strive for improvement • Focus on your Learning Goal • Sit where you will learn • Encourage and celebrate your peers' successes • Work collaboratively • Use learning time to learn • Be ready to learn • "See 3 before me" 	<ul style="list-style-type: none"> • Clean up after yourself • Nude Food Only • Respect differences • Agree on the rules. Play by the rules. • Right words, right place • Play safe • Be mindful of those around you • Use equipment for its purpose • Borrow it, use it, return it 	<ul style="list-style-type: none"> • Allow others to work and learn • Walking feet • Respect school resources • Respect other people's belongings • Follow instructions from all staff • My space, your space • Be aware of the people around you
 <p>We value RESPECT</p>	<ul style="list-style-type: none"> • Hand up, wait, contribute • Track the speaker • One person speaking at a time • Whole body listening • My space, your space • Allow others to learn • Right words, right place • Right place, right time • Respect school resources • Respect other people's belongings • Do you need to ask permission? 	<ul style="list-style-type: none"> • Clean up after yourself • Respect differences • Agree on the rules. Play by the rules. • Use your manners • Right words, right place • Play safe • Be mindful of those around you • Use equipment for its purpose • Borrow it, use it, return it 	<ul style="list-style-type: none"> • Allow others to work and learn • Walking feet • Respect school resources • Respect other people's belongings • Do you need to ask permission? • Follow instructions from all staff • Be aware of the people around you
 <p>We value CARING</p>	<ul style="list-style-type: none"> • Follow directions carefully • Use your manners • Keep areas organised and tidy • Share classroom resources • Support your peers 	<ul style="list-style-type: none"> • Help others • Use your manners • Treat people the way you want to be treated • Be inclusive • Share equipment • Take care of school property • Be mindful where you play games • Breath, 1 2 3, Respond 	<ul style="list-style-type: none"> • Use your manners • Keep areas organised and tidy • Wait your turn and be patient • Breath, 1 2 3, Respond

Developed through a collaborative process in 2017.



YARRA PRIMARY SCHOOL

Caring. Respect. Commitment.

In all learning areas these are linked to Personal and Communal Responsibility within and outside the classroom. The school **Values Matrix** underpins effort to learning and behaviour being noticed and rewarded by staff:

- My space, your space
- Follow directions carefully
- One person speaking at a time
- Sit where you will learn
- Right words, right place
- Right place, right time.

Review: this document will be reviewed as part of the school's review cycle and/or if regulations change.

This Code of Conduct may also be read in conjunction with the *Victorian Teaching Profession Code of Conduct* and other Yarra Primary School policies with particular reference to the following policies:

- Child Safe Policy
- Behaviour Management Policy
- Mandatory Reporting Policy
- Duty of Care Policy
- Bullying Prevention Policy
- Curriculum and Student Learning Policy
- First Aid Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Enrolment Policy
- Attendance Policy
- Digital Technologies Acceptable Use Policy
- Social Media Policy.

Additionally, School Council, the Principal, students, staff, parents/carers and visitors have obligations:

School Council and the Principal have the obligation to:

- Provide a safe learning community to all people who enter our school and provide educational services to our children
- Communicate to the school community about Yarra Primary School's zero tolerance of child abuse
- Create, pass, implement and review policies and procedures that promote the Child Safe Standards
- Follow DET and VRQA policies in regard to the Child Safe Standards
- Be role models of child safety in our school
- Ensure the school communicates the Child Safe Standards each year to the school community.

Parents/carers have an obligation to:

- Take an active interest in their child's education
- Encourage their child to contribute positively to their educational experience and participate fully in the educational program at Yarra Primary

- Support the school in its efforts to maintain a positive teaching and learning environment
- Support the school values and norms
- Assist children in developing an understanding of safety and respect
- Model and reinforce positive behaviours
- Ensure their child regularly attends school
- Engage with the school to encourage the partnership between home and school in the education and safety of children
- Inform the school of any medical, social/emotional, educational or family situations that may impact their child at school.

Staff have the obligation to:

- Meet the standards of the Victorian Institute of Teaching and adhere to the Victorian Teaching Profession Code of Conduct and Ethics
- Teach students an engaging educational program, targeted to their needs and set appropriate and achievable goals
- Be informed, within privacy requirements, about matters relating to students that may impact on the teaching and learning for that student
- Role model positive, appropriate and safe behaviours
- Teach a strong social and emotional learning program, and our school Values Matrix (SWPBS)
- Encourage the partnership between home and school in the education and safety of children
- Provide adequate supervision in the school grounds
- Report instances of unsafe situations/behaviours including child abuse as per DET policies
- Record and communicate serious and continuous breaches of school rules
- Fairly, reasonably and consistently implement the school norms and behaviour management policy
- Engage with students in appropriate online forums and not engage with students in inappropriate forums across social media.

Students have the obligation to:

- Contribute positively to their educational experience and participate fully in the educational program
- Follow teacher's instructions and the school norms
- Respect the rights and property of themselves, other students, school staff, community members, visitors and the school itself
- Act in a safe and honest manner
- Be responsible and report any incidents of unsafe behaviour to others or themselves to school staff
- Understand that there will be consequences for their actions, either positive or negative
- Understand that in conflict situations that they will be given time to reflect on their behaviours, given time/strategies to repair relationships and implement acts of restitution to the other party involved.

Service providers have the obligation to:

- Sign in and out of the school each time they visit
- Act in a safe, respect and appropriate manner in the school
- Report any unsafe situations and behaviours to school staff

- Ensure that they comply with the Child Safe Standards through their regulatory body and show evidence of this to the school.

Parent/carer volunteers and visitors who are working within the school grounds have an obligation to:

- Sign in and out of the school each time they visit
- Act in a safe, respect and appropriate manner in the school
- Report any unsafe situations and behaviours to school staff
- Ensure all of their documentation (e.g. Working With Children Check, Insurance) is up to date and a copy given to the school.

ACCEPTABLE AND UNACCEPTABLE BEHAVIOURS

Acceptable behaviours

- Adhering to the school's Child Safe Policy and upholding the school's statement of commitment to child safety at all times
- Taking all reasonable steps to protect children from abuse
- Treating everyone in the school community 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 or that they are worried about their safety/the safety of another child
- Promoting the cultural safety, participating and empowerment of Aboriginal and Torres Strait Islander children (e.g. by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- Promoting the cultural safety, participation and empowerment of children with a disability (e.g. during personal care activities)
- Ensuring as far as practicable that adults are not alone with a child
- Reporting any allegations of child abuse to the school's leadership (or child safety officer if the school has appointed someone to this role)
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*
- Reporting any child safety concerns to the school's leadership (or child safety officer if the school has appointed someone to this role)
- If an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) is safe
- Reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.

Unacceptable behaviours

- Ignore or disregard any suspected or disclosed child abuse
- Develop any 'special' relationships with children that could be seen as favouritism (e.g. the offering of gifts or special treatment for specific children)

- Exhibit behaviours with children which may be construed as unnecessarily physical (e.g. inappropriate sitting on laps)
- Put children at risk of abuse (e.g. by locking doors)
- Initiate unnecessary physical contact with children or 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 (e.g. personal and 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 age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- Have contact with a child or their family outside of school without the school's leadership or child safety officer's (if the school has appointed someone to this role) knowledge and/or consent or the school governing authority's approval (e.g. unauthorised after hours tutoring, private instrumental/other lessons or sport coaching). Accidental contact such as seeing people in the street is appropriate
- Have any online contact with a child (including by social media, email, instant messaging etc.) or their family (unless necessary, e.g. by providing families with e-newsletters or assisting students with their schoolwork)
- Exchange personal contact details such as phone number, social networking sites or email addresses
- Photograph or video a child 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.