



Child Safe Standard 3

Volunteers Child Safe Code of Conduct

Rationale

The following child safety code of conduct clearly spells out the professional boundaries and acceptable and unacceptable adult/child relationships and behaviours. All volunteers at our school are expected to have read and to implement the following 'Child Safety Code of Conduct' at all times.

Making a Professional Judgement

Volunteers at Osborne Primary School will:

- Make judgements about their behaviour in order to secure the best interests and welfare of the child
- Ensure actions taken are warranted, proportionate, safe and applied equitably
- Discuss any misunderstandings, accidents or threats with the Principal or Assistant Principal
- Not use their position to intimidate, bully, humiliate, threaten, coerce or undermine children
- Maintain appropriate boundaries and avoid behaviour which might be misinterpreted by others
- Not promote relationships which create a personal friendship or are of a sexual nature, or which may become so.

Infatuations

Volunteers at Osborne Primary School will:

- Make sure their own behaviour is beyond reproach
- If they become aware of an infatuation developing or any indications that it may, record it and discuss it with the Principal or Assistant Principal so that action can be taken to avoid any hurt, distress or embarrassment.

Communication (including the use of technology)

Volunteers at Osborne Primary School will:

- Not share any personal information with a child
- Not request, or respond to, any personal information from a child, other than that which may be appropriate as part of their role
- Not give their personal contact details to children, including their mobile number, home phone or personal e-mail address, unless the need to do so is agreed with by the Principal or Assistant Principal and parents

Sexual Contact

Volunteers at Osborne Primary School will:

- Not engage in sexual activity with or in the presence of a child, or cause or incite a child to engage in or watch sexual activity, to do so would be considered a criminal offence
- Not have any form of communication which could be interpreted as sexually suggestive or provocative or make sexual remarks to, or about a child either verbally, written or electronically
- Not discuss their own sexual relationships with or in the presence of children
- Ensure relationships take place within boundaries of respect and safety

- Ensure language, attitudes and demeanour do not give rise to comment or speculation
- Be aware that consistently conferring inappropriate special attention and favour upon a child might be construed as part of a grooming process, and as such will give rise to concerns about behaviour.

Physical Contact

Volunteers at Osborne Primary School will:

- Be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described
- Only have physical contact with a child when it is necessary and in ways which are appropriate to their agreed role and responsibilities, never touch a child in a way which may be considered indecent
- Be aware of the child's reactions or feelings and, as far as possible, only use a level of contact which is acceptable to the child and for the minimum time necessary
- Seek permission from the child or the parent, if the child is very young, before physical contact is made and agree what contact is acceptable
- Not assume that when a child is distressed they seek physical comfort
- Always be prepared to report and explain actions and accept that all physical contact is open to scrutiny
- Not indulge in horse play e.g. wrestling, tackling or tickling
- Always encourage children, where possible to undertake self-care tasks independently
- Be aware of cultural or religious views about touching and be sensitive to issues of gender
- Where there is regular physical contact needed, this has been discussed with the class teacher and or Assistant Principal
- Where a child initiates inappropriate physical contact, you must sensitively deter them and help them understand the importance of personal boundaries.

Behaviour Management

Volunteers at Osborne Primary School will:

- Defer to the classroom teacher
- Not use any form of degrading treatment to punish a child
- Not use sarcasm, demeaning or insensitive comments
- **Never use any form of physical punishment**

Note: the use of unwarranted physical force is likely to constitute a criminal offence.

Personal/Intimate Care

Volunteers at Osborne Primary School will:

- Adhere to the school's Volunteer Code of Conduct
- Explain to the child what is happening
- Respect children's privacy at all times
- Avoid any physical contact when children are in a state of undress, other than as part of an agreed care plan
- Not change, in the same place as children
- Not shower or bathe with children
- Not assist with any personal care task which a child can undertake themselves.

Transporting

Volunteers at Osborne Primary School will:

- Ensure requirements around seat belts and car seats are adhered to
- Not offer lifts unless this has been brought to the attention of the Principal or Assistant Principal and been agreed with parents

- Ensure they are fit to drive and free from any drugs, alcohol or medicine that is likely to impair judgement or ability to drive
- Ensure that there are proper procedures in place for vehicle, passenger and driver safety, including appropriate insurance

Trips and Outings including School Camps

Volunteers at Osborne Primary School will:

- Recognise that they are in a position of trust and ensure that their behaviour remains appropriate at all times and stays clearly within defined boundaries
- Always have another adult present
- Never share beds with children
- Not share bedrooms unless it is a dormitory situation and the arrangements have been agreed with the Principal or Assistant Principal, parents and children.

Photography and Videos

Volunteers at Osborne Primary School will:

- Be clear about the purpose of any activity involving photography and what will happen to the images when the activity is concluded
- Be able to justify the reason for having images of children in their possession
- Avoid making images in one to one situations or situations that may be construed as secretive or which show a single child with no surrounding context
- Immediately report any concerns if any inappropriate or intrusive images are found
- Have parental consent to take, display and/or distribute any images of children
- Not use images that may cause distress or offence.

Access to inappropriate images and internet usage

Volunteers at Osborne Primary School will:

- Not access, make or store indecent images of children on the internet, to do so would be illegal and lead to a criminal investigation
- Not make or store images of children, gathered as a result of their work, on personal equipment
- Ensure that children are not exposed to unsuitable material through ICT
- Ensure that any materials shown to children are age appropriate
- Immediately report any concerns, if any inappropriate or intrusive images are found, to the Principal or Assistant Principal and follow the Mandatory Reporting Policy.