



Child Safety Code of Conduct

Purpose

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

All Hoppers Crossing Montessori Centre's staff, volunteers, contractors, service providers, 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 children. It also applies during or outside of Centre hours and in other locations provided by the Centre for children use (for example, a Centre Excursions).

Acceptable behaviours

As Hoppers Crossing Montessori Centre, staff, volunteers, contractors, and any other member of our Centre community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Hoppers Crossing Montessori Centre commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
- treating children and families in our Centre community with respect in our Centre environment and outside our Centre environment as part of normal social and community activities
- listening and responding to the views and concerns of children, particularly if they disclose that they or another child has been abused or are worried about their safety or the safety of another child.
- promoting the cultural safety, participation and empowerment of Aboriginal children, children with culturally and/or linguistically diverse backgrounds, children with a disability, international children, children who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) children
- 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 Approved Provider and Centre Director
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our Child Safe Environment Policy and the PROTECT Four Critical Actions.
- if child abuse is suspected, ensuring as quickly as possible that the children are safe and protected from harm.

Unacceptable behaviours

As Hoppers Crossing Montessori Centre, staff, volunteers, contractors and member of our Centre 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 children in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a child.
- discuss intimate topics or use sexualised language, except when needed to deliver the Centre curriculum or professional guidance
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a child 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 Centrework or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a Centre environment except in accordance with the Parent Authorisation Form or where required for duty of care purposes
- consume alcohol against Centre policy or take illicit drugs in the Centre environment or at Centre events where children are present
- have contact with any student outside of Centre hours except when needed to deliver the Centre curriculum or professional guidance and parental permission has been sought.

Breaches to the Child Safety Code of Conduct

All Hoppers Crossing Montessori Centre staff, volunteers, contractors and any other member of the Centre 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 Authority, Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Hoppers Crossing Montessori Centre's Child Safety Code of Conduct must be reported to the Approved Provider and Centre Director.

If the breach or suspected breach relates to the Approved Provider and Centre Director, please contact Department of Education and Training Authority, Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

Approval and review

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Consultation Approved Provider, Centre Director, Educational leader and staff members

Endorsed by Aseem Gupta

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