TITLE: Child Safety Code of Conduct

DATE DEVELOPED: June 2026

REVIEW DATE: June 2028

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.			
Critical Engagement with the World	Academic Excellence	Inclusive Learning Environment	Personal and Social Wellbeing

PURPOSE

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

All Essendon North 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 Essendon North 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 Essendon North Primary School commitment to child safety at all times and adhering to our Child Safety 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 our Student Wellbeing Coordinator, Assistant Principals or Principal

- 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 Essendon North Primary School, staff, volunteers, contractors and members 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
- 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 Essendon North 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 Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Essendon North Primary School Child Safety Code of Conduct must be reported to the Student Wellbeing Coordinator, Assistant Principal or Principal.

If the breach or suspected breach relates to the Principal, contact South Western Region, 1300 333 232.

The contact details for regional offices are here, under the heading Regional Contact List.

APPROVAL AND REVIEW

Policy developed	June 2026
Consultation	School Council Junior School Council Child Safety framework communicated in Issue 9 of the ENPS Newsletter, June 2026
Approved by	School Council and Kate Barletta, Principal
Approved on	22nd of June 2026
Next review date	22nd of June 2028

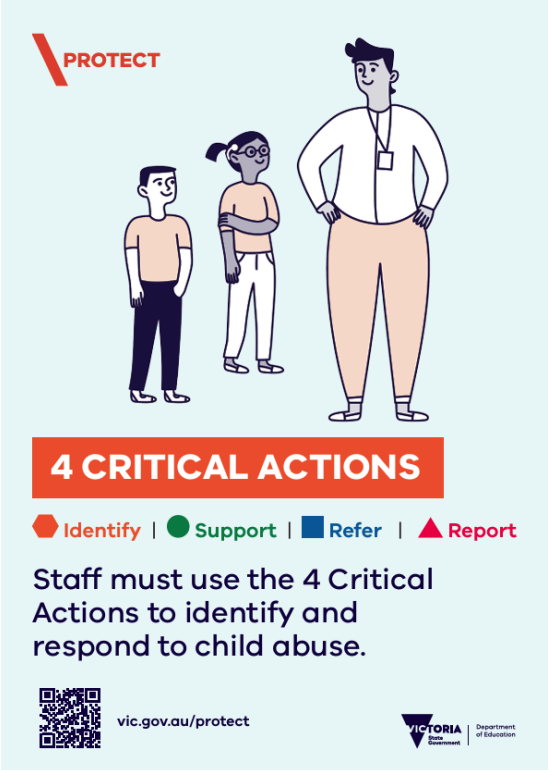
HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact Essendon North Primary School on (03) 9379 3979.

Child Safety Code of Conduct Agreement

All breaches and suspected breaches of the Essendon North Primary School Child Safety Code of Conduct must be reported to the Student Wellbeing Coordinator, Assistant Principals or Principal. Please contact Connor Smith, Alice McKenzie, Alice Stephens or Kate Barletta in person via the school office, by phone on 9379 3979 or email to essendon.north.ps@education.vic.gov.au. If the breach or suspected breach relates to the Principal, contact South Western Region, 1300 333 232.

If a child is in immediate danger contact Triple Zero (000).



By reading and signing this documentation, I acknowledge my responsibilities in relation to the Child Safety Standards and Ministerial Order 1359, and adhere to the ENPS Child Safety Code of Conduct.

Name: _____

Signature: _____

Date: _____/_____/_____

**It is understood that staff may have pre-existing relationships/connections with ENPS families, or their own child/ren attend ENPS, therefore will conduct themselves in a professional capacity, in line with our ENPS policies and practices.*