



EAST PRESTON ISLAMIC COLLEGE

**CHILD
SAFE
CODE
OF
CONDUCT
POLICY**

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- reporting any allegations of child abuse to EPIC Early Learning Centre's Wellbeing Team and ensure any allegation is reported to DHS;
- 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 EPIC's Wellbeing Team;
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe;
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them;
- reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.

Staff (teaching and non-teaching) at EPIC Early Learning Centre hold a unique position of influence and trust that must not be violated or compromised. They exercise their responsibilities in ways that recognise that there are limits or boundaries to their relationships with children. The following examples outline some of those limits.

A professional relationship **will** be violated if a member of staff:

- has a sexual relationship with a child;
- uses sexual innuendo or inappropriate language and/or material with children;
- touches a child without a valid reason;
- holds conversations of a personal nature or has contact with a child via written or electronic means including email, letters, telephone, text messages or chat lines, without a valid professional context;
- accept or offer gifts, which could be reasonably perceived as being used to influence them or seen as favouritism, from/to children or their parents.

A professional relationship **will** be compromised if a member of staff:

- attends parties or socialises with children;
- invites a child or children back to their home, particularly if no-one else is present.

Staff must not:

- put children at risk of abuse (for example, by locking doors);
- ignore or disregard any suspected or disclosed child abuse;
- perform acts of a personal nature that a child can do for themselves, such as toileting;
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- use inappropriate language in the presence of children;
- express personal views on cultures, race, religion or sexuality in the presence of children;
- discriminate against any student, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity, religion or disability;

- exchange personal contact details such as mobile or home phone numbers or email addresses, without a valid professional or personal context;
- photograph or video a child without the consent of the parent or guardians;
- work with children whilst adversely affected under the influence of alcohol or illegal drugs;
- have contact with a child or their family outside of EPIC Early Learning Centre without the EPIC ELC leadership and parental consent (for example, babysitting). Accidental contact, such as seeing children in the street or shopping centre, is appropriate).

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to East Preston Islamic College's wellbeing team.

If you believe a child is at immediate risk of abuse phone DHS:

Business Hours: 1300 664 977 After Hours: 13 12 78

Breaches of this Code

EPIC Early Learning Centre expects that any staff member who becomes aware of a breach of these instructions and code of conduct by another School staff member will advise the Wellbeing Team without delay. The School will consider each breach of these procedures in the context in which it has occurred and will determine if the matter is a minor breach or a serious breach. In the case of EPIC Early Learning Centre employees, a serious breach may result in disciplinary action, up to and including termination of