



# Child Safe Standards 儿童安全标准

## CODE OF CONDUCT 行为准则

The Code of Conduct should be reviewed every two years and updated as needed. 儿童安全行为准则必须每两年审核一次，并在必要时进行更新。

All staff and volunteers must sign a Code of Conduct declaration at the start of employment and on an annual basis to show that they understand the principles of our Code of Conduct, confirm that they have complied with them in the previous 12 months and agree to adhere with them in the future. This Code of Conduct is to be read in conjunction with all other policies, procedures and guidelines. 所有工作人员和志愿者必须每年在开始工作之前签署儿童安全行为准则，证明他们了解本行为准则的内容，并确认他们在过去 12 个月内遵守了这些行为准则，并会在将来继续遵守。本行为准则需要与所有其它的相关准则、工作流程等共同阅读。

Name of Principal:	
Date Approved by Principal:	17 April, 2021
Next Review Date:	17 April, 2023

*This document was developed utilising and adapting content from:  
Commission for Children and Young People (2015), A guide for creating a child safe organisation 2.0  
State Government of Victoria, Department of Health & Human Services (2015) An overview of the Victorian child safe standards*



# WESTERN CHINESE LANGUAGE SCHOOL

## 西区中文学校

### Child Safe Code of Conduct

### 儿童安全行为准则

This Code of Conduct outlines appropriate standards of behaviour by adults towards children. 该行为准则对成年人针对儿童的行为提出了恰当的行为规范标准。

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in WESTERN CHINESE LANGUAGE SCHOOL's activities, including principals, teachers, coaches, officials, volunteers and parents. 该行为准则旨在保护儿童，降低儿童受到任何侵害或伤害的机会，也帮助工作人员和志愿者了解如何尽可能地支持儿童，避免或更好地应对困难的处境。该行为准则应用于西区中文学校的活动所涉及的所有人，包括校长、教师、教练、行政人员、志愿者和家长。

WESTERN CHINESE LANGUAGE SCHOOL has zero tolerance for child abuse. 西区中文学校绝不容忍儿童虐待行为。

#### Responsibilities of School Staff 学校教职员工作职责

**Staff must:** 教职员工必须做到:

- Ensure they are clear about their roles and responsibilities regarding child safety. Where they are unsure, they must seek guidance from School Authorities 了解自己在关儿童安全方面的职责和责任，有不清楚的地方必须向学校领导咨询
- Observe child safe standards and expectations for appropriate behaviour towards and in the company of children as laid out in this code of conduct 在面对和陪伴儿童时，遵守该儿童行为准则，遵守儿童安全标准，表现出符合儿童行为准则的恰当行为
- Adhere to the WESTERN CHINESE LANGUAGE SCHOOL's child safe policy at all times and uphold WESTERN CHINESE LANGUAGE SCHOOL statement of commitment to child safety and the school philosophy at all times 在任何情况下都遵守我校儿童行为准则，支持学校的儿童安全相关政策
- Maintain a safe environment for all children 维护所有儿童的环境安全
- Take all reasonable steps to protect children from abuse 采取恰当的措施保护儿童免受侵害
- Ensure they are aware of their obligations to immediately report suspected abuse and **to Call the police on 000 if there is an immediate concern for a child's safety** 确保了解自己在马上报告可疑案例方面的责任，**如果对于儿童安全有担忧，拨打 000 报警**
- Ensure they are aware of the indicators when a child may be at risk of harm or significant harm. 确保了解儿童可能受到伤害的迹象有哪些
- Represent community languages schools in a positive way 以积极正面的方式代表社区语言学校
- Report any identified risks to child safety officer and school authorities as soon as practicable 在可能的情况下及时向儿童安全员和学校领导报告和识别有关儿童安全的风险
- Ensure all relevant checks are up to date (i.e. Working with Children Check, VIT etc) 确保更新所有相关文件（如 WWCC, VIT 等）
- Observe all the rules and policies of the School including those specified in the constitution and any others determined by the School Management Committee or the membership of the organisation 遵守学校相关的儿童安全规定

- If child abuse is suspected, ensure as quickly as possible that the student/s is safe and is protected from harm 如怀疑出现儿童侵害现象，尽快确保学生的安全，保护学生免受伤害
- Encourage children and young people to express themselves and their opinion 鼓励儿童和青少年表达自己的想法
- Listen and respond to the views and concerns of children 认真听取和回应学生的担忧和想法
- Act as a positive role model 树立积极的榜样
- Report any allegations of child abuse to the School Leadership and delegated Child Safety Officer 向学校领导和儿童安全员报告任何有关儿童侵害的投诉
- Report any allegation of abuse to the appropriate authority e.g. Department of Health and Human Services, Victoria Police, DET, CCYP 向 DHHS、维州警署、教育部、CCYP 等有关机构报告儿童虐待投诉
- Support the safety, participation, wellbeing and empowerment of children 支持儿童的安全、参与、身心健康和权利
- Inform children and young people if physical contact is required for any purpose, and ask them if they are comfortable with this interaction 如因任何原因需要有身体接触，要事先知会儿童和青少年，并询问他们是否介意这样的互动
- Treat students and parents in the school community with respect, both within and outside the School environment 无论是在校内还是校外，尊重学生和家長
- Treat all who enter the School with courtesy, respect and consideration, act on complaints and provide services to the best of their ability 对于任何进入校园的人都要持礼貌、尊重和关怀的态度，恰当应对投诉，提供最好的服务
- Attend child safeguarding training 参加有关儿童安全的培训
- Follow any grievance procedures set down by the School Management Committee to try to resolve any conflicts with staff, students and parents 遵守学校制定的投诉管理流程解决与工作人员、学生和家長的纠纷
- Declare any conflicts of interest with children, young people and their families 声明任何与儿童、青少年及其家庭的利益冲突

**Staff must not: 教职员工不得有以下行为:**

- Exhibit harmful behaviour, including abusive behaviour toward or in the presence of children and young people 在有儿童和青少年在场的情况下或对儿童和青少年做出伤害性包括侮辱性的行为
- Use physical force e.g. smacking or hitting for any form of discipline 使用武力如殴打或敲击方式进行任何形式的纪律约束
- Engage in rough physical games 进行粗暴的身体游戏
- Communicate with a child through personal or private networks (including online, text messaging, gaming, email) 通过个人或私下的方式（包括网络、手机短信、游戏、电邮等）与儿童进行联系
- Seek contact with children and young people outside of school programs 在学校活动以外与儿童和青少年联系
- Take photographs or video without appropriate clearance from the principal (i.e. for a school related activity and never for personal use) and consent of the child and the consent of their parents 未经校长（如与学校有关的活动，不作个人用途）、儿童及其家長的同意进行拍照或录制视频
- Take photos or videos of a child on a personal device and/or for personal use 在个人设备上对儿童进行拍照或录制视频以用于个人用途
- Request that a child keep secrets from other adults, children or their parents 要求儿童向其他成人、儿童及其家長保密
- Discriminate against any child because of disability, age, gender identity, race, culture, sexual orientation, religion or ethnicity 因儿童的残障、年龄、性别、种族、文化、性取向、宗教或民族对儿童进行歧视

- Develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children) 和儿童建立任何可能被视为偏爱的“特殊”关系（如向特定的儿童提供礼物或特殊对待）
- Exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps may be appropriate sometimes, for example while reading a storybook to a small child in an open plan area) 对儿童表现出非必要的身体接触行为（如让儿童不恰当地坐在成人腿上。如果在开放区域给一位年幼的儿童讲故事书时让其坐在成人腿上，可视为恰当的行为）
- Put children at risk of abuse (for example, by locking doors) 将儿童置于受侵害的风险之中（如锁上房门）
- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm; 忽略或无视任何儿童虐待或伤害的担忧、怀疑和揭发
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes; 替儿童做其力所能及的个人事务，如上厕所或换衣服
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities) 在有儿童在场的情况下公开讨论成人话题（如个人的社交活动）
- Use inappropriate language in the presence of children 在有儿童在场的情况下使用不恰当的语言
- Seek to use children in any way to meet the needs of adult's Express personal views on culture, race or sexuality in the presence of children 在有儿童在场的情况下，以任何方式利用儿童以达到成年人表达其对文化、种族和性的个人观点的需要
- Have contact with a child or their family outside of the School without the Child Safety Officer's knowledge and/or consent (for example, no babysitting) – accidental contact, such as seeing people in the street, is appropriate) 在未经儿童安全员了解及同意的情况下在学校以外接触儿童或其家长（如不可以担任儿童的临时保姆，在外偶遇等意外接触是可以的）
- Have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters) 和儿童或其家长在网上进行联系（除非必要，如向家庭发送学校通知、电子期刊等）
- Ignore or disregard any suspected or disclosed child abuse 忽略或无视任何对儿童侵害现象的怀疑和揭发
- Discuss confidential issues of the School with people outside the organisation 在学校以外与他人讨论学校的保密话题
- Take illegal drugs or consume alcohol when on duty or on School premises 在当职期间或在学校工作场所服用违禁药品或饮酒
- Harass in any form students, other staff or parents of the School 对学校的学生、其他工作人员或家长进行骚扰

**School Principals and Child Safe Officers must: 学校校长和儿童安全员必须做到：**

- Act as role models, modelling compliance and championing child safety across school activities 在学校活动中树立榜样，自觉遵守儿童安全相关规定
- Ensure that all staff: 确保所有教师和工作人员：
  - are clear about their roles and responsibilities regarding child safeguarding and child protection. 清楚他们在儿童安全保护方面的职责和责任
  - are required to observe child safe standards and expectations for appropriate behaviour towards and in the company of children. 在面对和陪伴儿童时做出符合儿童安全标准的行为

- always adhere to WESTERN CHINESE LANGUAGE SCHOOL child safe policy and uphold WESTERN CHINESE LANGUAGE SCHOOL statement of commitment to child safety. 遵守西区中文学校的儿童安全政策，支持学校的儿童安全声明
- take all reasonable steps to protect children from abuse. 采取恰当的措施保护儿童免受侵害
- are aware of their obligations to immediately report suspected abuse 了解他们对于立即报告可疑儿童侵害案例的责任
- are aware of the indicators when a child may be at risk of harm or significant harm. 了解儿童可能受到伤害的迹象有哪些
- Provide and attend training and development for all staff in the recognition and reporting of abuse and harm. 组织所有员工并带头参与有关识别和报告儿童侵害的培训
- Ensure appropriate policies and procedures are in place to protect children and young people from abuse 确保学校有恰当的政策和工作流程以保护儿童和青少年免于侵害
- Provide easily understandable and accessible reporting procedures 制定通俗易懂且容易执行的报告流程
- Ensure that any allegations of child abuse are reported to the appropriate authorities i.e. the police, Child protection, DET, CCYP. 确保所有有关儿童侵害的投诉报告给相关部门，如警署、儿童保护机构、教育部、CCYP 等
- Meet all obligations under the Reportable Conduct Scheme. 履行 Reportable Conduct Scheme 的所有义务
- Ensure that any allegations of child abuse are reported to the CLV Child Safe Officer. 确保所有有关儿童侵害的投诉报告给儿童安全员
- If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) is safe. 一旦收到有关儿童侵害的投诉，确保尽快保护儿童的安全
- Ensure all staff have access to relevant acts, regulations, standards and other resources for them to fulfil their obligations. 确保所有教职员工可获得相关的法律条款、规定、标准和其它资料以帮助他们行使儿童安全保护的职责
- Treat all school stakeholders with respect. 尊重所有学校利益相关者
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal child's self-identification). 促进土著和托雷斯海峡岛儿童的文化安全、参与和权利（例如不得质疑托雷斯海峡岛儿童的身份自我认同）
- Promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds (for example, by having a zero-tolerance approach to discrimination). 促进来自不同文化和语言背景儿童的文化安全、参与和权利（如对歧视的零容忍）
- Promote the safety, participation and empowerment of children with a disability (for example, by having a zero tolerance of discrimination). 促进残障儿童的安全、参与和权利（如对歧视的零容忍）
- Encourage all children to 'have a say' and participate in all relevant School activities where possible, especially on issues that are important to them. 鼓励所有儿童的话语权，积极参与所有相关活动，尤其是对他们来说重要的活动
- Ensure as far as practicable that adults are not left alone with a child. 确保尽量不要让成年人和儿童单独相处

- Engage in regular performance review regarding child safe practices and culture 对于儿童安全的相关规定和文化进行定期审查
- Meet with staff and volunteers regularly to discuss overarching matters related to child safeguarding and the implementation of child safeguarding policy; and 定期与教职员和志愿者讨论关于儿童安全事宜以及执行儿童安全政策的事宜
- Meeting with staff on an urgent basis to support and guide decision making in the event of suspected child abuse, breach of the child safe policy or code of conduct. 就疑似儿童侵害事件、违反儿童安全政策或儿童安全行为规范等紧急事项和教职员见面，向他们提供协助并对决策制定提供指导

## **Code of Conduct Breaches 儿童安全行为准则违规**

### **Definition 定义**

A breach is any action or inaction by any member of the School to whom this code of conduct applies that fails to comply with the guidelines set out above. 本儿童安全行为准则所涉及的学校任何成员没有遵守以上规定的任何行为或不作为行为称为违规行为。

### **Processes to manage a breach of the Code of Conduct 处理违规的流程**

Breaches will be managed in a fair, unbiased and supportive manner. The following will occur: 对于违规行为的处理将本着公开、公平和支持的原则，处理流程包括：

- All people concerned will be advised of the process; 所有涉事人员将被告知处理流程
- All people concerned will be able to provide their version of events; 所有涉事人员可以提供自己的事件陈述
- The details of the breach, including the versions of all parties and the outcome will be recorded; 违规细节，包括各方对事件的陈述以及处理结果都会记录在案
- Matters discussed in relation to the breach will be kept confidential; and 有关违规的讨论事宜会被保密
- An appropriate outcome will be decided. 制定出对于违规的适当处理结果

### **Suitable outcomes for breaches 适当的违规处理结果**

Depending on the nature of the breach, outcomes may include: 考虑到违规的性质，处理结果可能包括：

- Providing closer supervision; 提供更密切的监督
- Further education and training; 进一步的教育和培训
- Mediating between those involved in the incident (where appropriate); 在涉事方之间进行调解（如果合适的话）
- Disciplinary procedures if necessary; 如有必要，进行纪律处分
- Termination of employment or engagement with the school; 终止雇佣合同或在校工作
- Reporting allegations, disclosures and concerns to authorities and: 向有关机构报告投诉、揭发和有关问题
- Reviewing current policies and procedures and developing new policies and procedures 审查目前的儿童安全政策和工作流程，制定新的儿童安全政策和工作流程

### **Relevant Legislation and standards include: 相关的法律法规和标准包括：**

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Child Safe Standards (Vic)

- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010: Sections 166, 167, 174
- Education and Care Services National Regulations 2011: Regulations 155, 156, 157, 175
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009 (Cth)
- Fair Work Regulations 2009 (Cth)
- National Quality Standard, Quality Area 4: Staffing Arrangements
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Racial Discrimination Act 1975
- Racial and Religious Tolerance Act 2001 (Vic)
- Sex Discrimination Act 1984 (Cth)
- Victorian Institute of Teaching: The Victorian Teaching Profession Code of Conduct
- Victorian Institute of Teaching: The Victorian Teaching Profession Code of Ethics

#### 各校区儿童安全员姓名及联系方式

Mt Waverley Campus – Senior Campus, Xiao Shen, 044 999 8778

Mt Waverley Campus – Junior Campus, Wei Wu (Saturday), 042 673 6768

Yiduo Wang (Sunday), 041 178 5099

MWNPS Campus, Liping Chen, 041 758 6987

Box Hill Campus, Qiong Zang, 043 164 8120