



# CODE OF CONDUCT

**Child Safe Standards  
Code of Conduct October 2022**

**儿童安全标准行为准则 2022.10**



## CHILD SAFE STANDARDS CODE OF CONDUCT

Content provided throughout this document is a guide to demonstrate what your School may consider appropriate for inclusion in its Code of Conduct. Your organisation should also consider the information, documents and strategies required for your school and relevant to its circumstances. The Code of Conduct should be reviewed every year and updated as needed.

本文件中的内容对于我校有关儿童安全标准的行为准则提供指南。学校会根据具体的情况和需求考虑相关信息、文件和策略。该行为准则每年审核一次，并根据需要进行更新。

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 to them in the future. This Code of Conduct is to be read in conjunction with all other policies, procedures and guidelines.

所有员工和志愿者在工作之初并在之后每年**必须签署儿童安全标准行为准则**，确认其在之前的 12 个月内已遵守这些行为准则，并承诺在未来会继续遵守这些行为准则。本行为准则需要和学校的其他有关儿童安全的政策、工作流程和指南等配合解读。

## **CHILD SAFE CODE OF CONDUCT**

### **Xin Jin Shan Chinese Language and Culture School**

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 opportunities for abuse or harm. It also helps staff and volunteers by guiding how to best support children and avoid or better manage difficult situations. This Code of Conduct applies to all people involved in XJS' 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可能性，也帮助工作人员和志愿者了解如何更好地支持儿童，避免或更好地应对困难的处境。该行为准则应用于新金山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。

Xin Jin Shan Chinese Language and Culture School has zero tolerance for child abuse. 新金山中文学校绝不容忍儿童侵害行为。

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

#### **Staff must: 教职员必须做到:**

- 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相关部门咨询。
- Observe safe child 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。
- Always adhere to the XJS child safe child policy and always uphold the statement of commitment to child safety and the school philosophy 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 为所有儿童营造一个安全的环境。
- 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 report suspected abuse immediately and to **Call the police on 000 if there is an immediate concern for a child's safety** 确保了解自己在迅速报告可疑案件方面的责任，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或严重伤害的迹象有哪些。
- 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相关部门报告发现的有关儿童安全的风险
  - respecting and complying with the law 尊重和遵守法律
  - not exploiting their position for an inappropriate personal or financial benefit 不得利用自己的职位获取不恰当的个人或财务利益
  - ensuring their personal or financial interests do not interfere with the performance of their duties 确保个人或财务利益不会影响其工作职责表现
  - acting with discretion and maintaining confidentiality in all communications concerning their professional teaching responsibilities 谨言慎行，在涉及其专业教学责任的所有通讯交流中注意保密
  - being aware of the potentially severe impact that any demonstration of intolerance or prejudice could have on the safety and well-being of children, their standing as a teacher or the profession as a whole. 留意任何偏狭或偏见可能对儿童的安全与身心健康、对作为教师的立场以及对教师职业整体带来的潜在的严重影响
- 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，包括学校章程和学校管理委员会制定的规则
- If child abuse is suspected, ensure as quickly as possible that the student/s is safe and 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想法和担忧
- Report any allegations of child abuse to the School Leadership and delegated Child Safety Officer 向学校领导和相关的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侵害投诉

- Support the safety, participation, well-being 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，要事先征得儿童和青少年的同意，询问他们是否介意这样的身体接触互动
- 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
- 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员都要持礼貌、尊重和关怀的态度，恰当应对投诉，提供优质服务
- 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 遵照学校制定的投诉管理流程处理与工作人员、学生和家长的冲突
- Declare any conflicts of interest with children, young people and their families 声明任何与儿童、青少年及其家庭有关的利益冲突

### **Teachers must comply with the requirements of 教师必须遵守以下相关法规的要求**

- mandatory reporting and other reporting obligations 强制性报告和其他儿童安全报告责任
- the principle of negligence, which includes the duty of care 包括儿童照顾责任在内的疏忽原则
- laws preventing discrimination, harassment and vilification 防止歧视、骚扰和诽谤的相关法律
- protection of privacy 隐私保护
- occupational health and safety 职场健康与安全

### **Teacher registration. Teachers should be aware of 教师注册。教师要了解**

- safe child standards 儿童安全标准
- reportable conduct 可报告儿童侵害行为
- any other relevant legislation, policies or regulations that pertain to the role of a teacher in child safety and well-being. 有关儿童安全和健康方面教师职责的任何其它相关法规、政策或规定

### **Staff must not: 教职员工不得有以下以为:**

- 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对儿童和青少年做出伤害性包括侮辱性的行为

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- 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, and email) 通过个人或私人网络（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 videos 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 permission of their parents; 未经校长（如与学校有关的活动，不作个人用途）同意进行拍照或录制视频
- Take photos or videos of a child on a personal device and for personal use; 在个人设备上对儿童进行拍照或录制视频并用于个人用途
- Request that a child keep secrets from other adults, children or their parents; 要求儿童向其他成人、儿童及其家长保密
- 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、性别识别、种族、文化、性取向、宗教或民族对任何儿童进行歧视
- 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（如向某个特定的儿童提供礼物或给予特殊对待）
- 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 instance, 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侵害或伤害的担忧、怀疑和揭发
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes; 替儿童做其自己本就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 adults; 企图以任何方式利用儿童满足成年人的需求

- Express personal views on culture, race or sexuality in the presence of children; 在有儿童在场的情况下，表达其对文化、种族和性的个人观点
- Have contact with a child or their family outside of the school without the Child Safety Officer's knowledge and 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，但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性话题
- Take illegal drugs or consume alcohol when on duty or 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 对学生的学生、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

- Take a preventative, proactive and participatory approach to child safety; 采取预防性的、积极主动的、参与性的措施应对儿童安全问题
- Value and empower children to participate in decisions that affect their lives; 珍惜并赋予儿童权力参与影响他们生活的决定
- Foster a culture of openness that supports all persons to disclose risks of harm to safety of children; 促进开放意识，支持所有人揭露有损儿童安全的风险
- Respect diversity in cultures and child-rearing practices while keeping child safety paramount; 在将儿童安全放在首位的基础上尊重文化的多样性和不同的育儿实践
- Provide written guidance on appropriate conduct and behaviour towards children; 准备儿童安全行为准则的书面指南
- Engage only the most suitable people to work with children and have high-quality staff and volunteer supervision and professional development; 聘请最适合与儿童一起工作的人员，对员工和志愿者进行高质量的监督和培训
- Ensure children know who to talk with if they are worried or are feeling unsafe and that they are comfortable and encouraged to raise such concerns; 确保儿童知道，如果他们有所担忧或感觉不安全，他们会被鼓励表达出这种担忧

- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities; 立即向相关部门报告疑似的儿童侵害、忽视或虐待等案件
- Share information appropriately and lawfully with other organisations where the safety and the well-being of children are at risk; 如果儿童的安全和健康受到威胁，恰当并合法地与其他相关组织分享信息
- Value the input of and communicate regularly with families and carers; 珍惜家庭和儿童照顾者的建议并定期与他们交流
- 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: 确保所有教职员工
  - 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
  - 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 report suspected abuse immediately; 了解他们立即上报疑似儿童侵害案件的责任
  - 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或严重伤害的迹象有哪些
- Provide and attend training and development for all staff in recognising and reporting 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. 确保将所有有关儿童侵害的投诉报告提交给相关部门，如警署、儿童保护机构、教育部、CCYP 等
- Meet all obligations under the Reportable Conduct Scheme. 履行《应上报儿童侵害行为计划》中应有的义务
- Ensure that any allegations of child abuse are reported to the CLV Child Safe Officer. 确保将任何有关儿童侵害的投诉报告给 CLV 的儿童安全官
- If an allegation of child abuse is made, ensure that the child(ren) is safe as quickly as possible 一旦产生有关儿童侵害的投诉，尽快确保儿童是安全的



- Ensure all staff access to relevant acts, regulations, standards and other resources 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 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 important issues. 如有可能，鼓励所有儿童积极参与所有相关的学校活动并积极发言，尤其是重要议题
- 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某个儿童单独相处
- Engage in regular performance review regarding child safe practices and culture 对于儿童安全工作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 定期与教职员工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. 遇到疑似儿童侵害事件、违反儿童安全政策或儿童安全行为准则等紧急情况时，向教职员工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 school member to whom this code of conduct applies that fails to comply with the guidelines 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 handled 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 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、揭发和担忧等有关问题
- 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

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to Xin Jin Shan Chinese Language and Culture School and the Child Safe Officer of the campus as follows: 我会遵守儿童安全行为准则，并了解我有责任向新金山中文学校和以下儿童安全员报告任何违规行为：

MWNPS Campus, Liping Chen 陈莉萍, 041 758 6987

Mt Waverley Campus – Junior Campus, Wei Wu (Saturday), 042 673 6768  
Yiduo Wang (Sunday), 041 178 5099

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

This Code of Conduct will be reviewed by Xin Jin Shan Chinese Language and Culture School annually. 新金山中文学校将每年审查该儿童安全行为准则。

I have read this Code of Conduct and agree to abide by it. 我已阅读本儿童安全行为准则并会遵守相关规定。

Name:

Signature:

Role:

Date:

Principal: \_\_\_\_\_ KEVIN HU \_\_\_\_\_

Signature:  \_\_\_\_\_