



Safeguarding (Child Protection) Code of Conduct for Staff

POLICY CODE	5.10
POLICY NAME	Safeguarding (Child Protection) Code of Conduct for Staff
APPROVAL AUTHORITY	Principal
RESPONSIBLE DEPARTMENT(S)	All
REVIEWED ON	Apr 2024
NEXT REVIEW	Apr 2025 (Annual)
DEVELOPED BY/AUTHOR	MSD/ADS

We are committed to the safety and protection of all children in our care across all our schools. This Code of Conduct applies to all POWIIS Tanjung Bungah school employees and volunteers who work directly or indirectly with children. It also applies to the public and private conduct of those acting on behalf of POWIIS. We must, at all times, be aware of the responsibilities that accompany our work in both professional and private life.

1. We should be aware of our own and other persons' vulnerability, especially when working alone with children, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must avoid any covert or overt sexual behaviours with those for whom we have responsibility. This includes speech or gestures as well as physical contact that exploits, abuses, or harasses.
2. We must show prudent discretion before touching a child, and be aware of how physical touch may be perceived or received, and whether it would be appropriate.
3. All staff and volunteers are prohibited at all times from physically disciplining a child.
4. One-on-one meetings with a child are best held in a public area, where the interaction can be observed. Rooms should have glass panels; if they do not, the door should be open during all one-on-one meetings. In addition, another staff member should be notified of the time and place of the one-on-one meeting.
5. We must always intervene when evidence or other reasonable cause leads us to suspect that children are being abused in any way. Suspected abuse or neglect must be reported to a Designated Safeguarding Person (DSP), as described in the Safeguarding Policy.
6. Employees and volunteers must refrain from the use of tobacco products, alcohol and drugs when working with children.
7. Adults should never give children any drugs, cigarettes, images or reading material deemed inappropriate by the school.

All POWIIS Tanjung Bungah staff and volunteers in any contact with children MUST:

- be quick to identify situations that may place a child at risk and know how to deal with such situations.
- report any concerns, suspicions or certainties about possible abuse or maltreatment of a child.
- organise work and the workplace in such a way as to minimise any risks.
- always be as visible as possible to other adults when working with children.
- ensure that members of staff develop a sense of responsibility with regard to the way they operate so that any actions or forms of behaviour that are inappropriate or

may lead to abuse of children do not go unnoticed or are tolerated.

- maintain the highest personal and professional profile.
- respect children's rights and treat them with fairness, honesty, dignity and respect.
- refrain from the use of any language that trivialises reference to safeguarding and the protection of children.

Staff and volunteers working with POWIIS Tanjung Bungah and in contact with children, **MUST NEVER:**

- hit, physically assault or physically or psychologically abuse any child.
- act in ways towards children that may have a negative effect on their physical, psychological, social, or relational development.
- act in ways that set a negative example for any children present.
- have relations with a child that in any way constitutes exploitation, maltreatment or abuse.
- act in ways that may be abusive or put a child at risk of exploitation, maltreatment or abuse.
- use language, make suggestions or offer advice that is inappropriate, offensive or abusive.
- behave in a manner that is inappropriate or sexually provocative.
- establish or engage in continuous contact with school children using online personal communication including but not limited to e-mail, chats, and social networks, except only professional online tools and environments that are sanctioned by the employer and used in the course of the student's education and welfare.
- offer transport in their car to a student without express parental/management permission, except in the case of emergency.
- condone or participate in behaviour by children that is illegal, abusive or endangers their safety.
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
- discriminate against, show differential treatment towards or favour particular children to the exclusion of others.

This list is not exhaustive or exclusive. The basic principle is that staff and volunteers must avoid behaviours that may be inappropriate or potentially abusive towards children.



DECLARATION

I acknowledge that I have read and understand the POWIIS Tanjung Bungah Safeguarding Policy, and promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my employment.

In addition, I will:

- comply with the school's mandatory reporting regulations to report suspected child abuse.
- cooperate fully in any investigation into the abuse of a child or children.

My signature confirms that I have read this Code of Conduct and that, as a person working with children, I agree to follow these standards.

I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including removal from POWIIS Tanjung Bungah.

Signature : _____

Name : _____

Date : _____