



child safe standards

NUMBER:10071

TITLE:STANDARD 3 - CHILD SAFETY CODE OF CONDUCT

LOCATION:..... STAFF

REVIEWER:..... HOSS

REVIEW FREQUENCY: Q1 – YEARLY

PURPOSE

Ballarat Grammar is committed to zero tolerance of child abuse. All staff and members of our community have a duty of care to protect the safety, health and wellbeing of children in their care.

As a school with a diverse population, this includes students with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

A Child Safety Code of Conduct lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children. When everyone is educated about the Code of Conduct and the reasons it is so important to uphold, the School environment becomes much more transparent and people are accountable for their behaviour.

Above all, a Child Safety Code of Conduct helps to protect children from harm. This information should be read in conjunction with a School's child safety strategies, policies and procedures. This advice does not replace any legislative or regulatory obligations. (Refer to Appendix 1 – School Environments)

PROCEDURE

Child Safety Code of Conduct

This Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the School environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. Where a staff member breaches the



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Code, Ballarat Grammar may take disciplinary action, including in the case of serious breaches, summary dismissal.

The Code of Conduct takes into consideration the diversity of the students enrolled at Ballarat Grammar, including children with a disability, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds and vulnerable children. The School revises the Code annually.

Ballarat Grammar has the following expectations of behaviours and boundaries for all adults interacting with students within our school community.

ACCEPTABLE:

- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and child protection issues.
- Ensure as far as practicable that adults are not alone with a child.
- Provide age appropriate supervision for students.
- Comply with guidelines published by the School with respect to child protection.
- Treat all students with respect.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
- Use positive and affirming language toward students.
- Encourage students to 'have a say' and then listen to them with respect.
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact, and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Child Safety Code of Conduct and ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.
- Call the Police on 000 if you have immediate concerns for a student's safety.

NOT ACCEPTABLE:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Use prejudice, oppressive behaviour or inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.



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- (Engage in out of hours contact with students on unrelated school business)
- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student that is not your own child.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Post online any information outside of sanctioned Ballarat Grammar social media.
- Ignore or disregard any suspected or disclosed child abuse.
- Communications will be treated confidentially on a 'need to know basis'.

Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.

This Code of Conduct covers all activities, including potentially high risk activities such as: overnight camps, counselling, first aid, bus travel, students with high support needs.

See Appendix 1 (School Environments) and Standard 6 – Risk Assessment

Who is Responsible for Child Protection?

Society as a whole shares responsibility for promoting the safety and protection of children from abuse. In the School context, all members of the School community have their role to play – teachers, staff, administrators, parents/carers, volunteers and students. That said, Ballarat Grammar are committed to leading from the front and engaging in a preventative, proactive and participatory approach to child protection issues.

Students are encouraged to take an active role in developing and maintaining a child safe environment at the School and are provided with opportunities to contribute and give feedback in the development of the School's policies and practices. Students are also made aware of the avenues available to them to report or disclose abuse or concerns for their safety or the safety of others.

Key Roles & Responsibilities include:

- Staff
- Senior Staff
- Headmaster
- Board of Directors

Staff Responsibilities

All staff are required to be familiar with the content of our Child Protection and Safety Policy, our Child Protection Empowerment and their legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the Senior Staff or with external agencies where required.

Senior Staff Responsibilities

All senior staff are delegated specific responsibilities to ensure students at Ballarat Grammar are safe and refer to diagram for Reporting in Standard 5.



The Headmaster's Responsibilities

The Board of Directors delegates day-to-day management of the School to the Headmaster.

The Headmaster is ultimately responsible, and will be accountable for, taking all practical measures to ensure that:

- the School's Child Protection and Safety Policy and Child Protection Empowerment are implemented effectively with available resources effectively deployed;
- a strong and sustainable child protection culture is maintained within the School;
- any child protection incidents arising are dealt with professionally and in a timely manner;
- Ballarat Grammar Board receives regular reports with respect to child protection matters; and
- Ballarat Grammar is complying with its legal and regulatory obligations with respect to child protection.

Board of Directors Responsibilities

The Board of Directors is required to approve the School's **Child Protection and Safety Policy** and to ensure the Child Protection Program is being effectively implemented.

Each member must:

- acquire and keep up-to-date knowledge of child protection matters;
- have an understanding of the nature of the School's operations and the child protection risks associated with these operations;
- ensure that the School has appropriate resources to effectively implement its Child Protection and Safety Policy and Child Protection Program;
- ensure that the School has appropriate processes for receiving and considering information regarding child protection issues and is able to respond in a timely way to that information;
- ensure that the School has and implements processes to ensure that the School is complying with its legal and regulatory obligations with respect to child protection; and
- ensure that the School has and implements processes to ensure ongoing monitoring to verify the provision and use of the resources that have been allocated to the management of child protection issues within the School and their effectiveness.



Appendix 1 – School Environments

	CEEd	JS	MT ROWAN	SS	CITY CITE	WCPA	BOARDING House
Teachers/CRT	●	●	●	●	●	●	●
Teacher Assistants	●	●	●	●	●	●	●
After Care Staff	●	●	●			●	
Camp Aust Staff	●	●	●	□		●	
Maintenance staff	●	●	●	●	●	●	●
Transport staff & other drivers	●	●	●	●	●	●	●
Health Ctr Staff	●	●	●	●		●	●
Music Staff	●	●	●	●		●	●
Admin Staff	●	●	●	●	●	●	●
BG Ed Services Staff	●	●	●	●	●	●	●
Farm staff	●	●	●	●		●	●
Parent helpers	●	●	●	●	●	●	●
GAP students	●	●	●	●	●	●	●
PST	●	●	●	●	●	●	●
Visitors	●	●	●	●	●	●	●
Family	●	●	●	●	●	●	●
Private Tutors		●	●	●	●	●	●
VCAL				●		●	●
Canteen helpers/Kitchen	●	●	●	●		●	●
Indigenous Program		●	●	●		●	●
Work Experience	●	●	●	●	●	●	●
Exam Invigilators				●		●	
Swimming Instructors	□	●	●	●			
School Competitions		●	●	●		●	
Sport		●	●	●			●
Contractors/Sub-contractors	●	●	●	●	●	●	●
Careers Expo		●		●		●	
Community Service		●	●	●		●	●
Board of Directors	●	●	●	●	●	●	●
Exchanges		●	●	●	●	●	●
Guardians		●	●	●		●	●
Emergency Services	●	●	●	●	●	●	●
Home Stay		●		●	●	●	●
External Users		●	●	●	●	●	●
Virtual		●	●	●	●	●	●
International trips		●	●	●	●	●	●
Psychologist appointments		●	●	●	●	●	●
SBA/VET External placements				●		●	●
OEG/Outdoor Ed/Camps		●	●	●		●	●
Excursion venues	●	●	●	●	●	●	●
Incursion staff/visitors	●	●	●	●	●	●	●
Public transport	●	●	●	●			●
Health Appointments	●	●	●	●	●		●