



## POLICY TITLE: CHILD SAFETY CODE OF CONDUCT

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### POLICY STATEMENT:

Ballarat Grammar's 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 Code, Ballarat Grammar may take disciplinary action, including in the case of serious breaches, summary dismissal. The School revises the Code annually.

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.

**Rationale:** 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. For more detailed guidance refer to the School's **Staff and Student Professional Boundaries** policy.

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.

### 1. Our Child Safety Code of Conduct

1.1 Ballarat Grammar has the following expectations of behaviours and boundaries for all adults interacting with students within our School community. This includes all teaching staff, non-teaching staff, Board Directors, volunteers (direct and indirect), third party contractors, external education providers and parents/carers.

1.2 The School's Board of Directors has endorsed this Child Safety Code of Conduct.

#### 1.2.1 **Acceptable:**

- 1.2.1.1 Behave as a positive role model to students
- 1.2.1.2 Promote the safety, welfare and wellbeing of students;
- 1.2.1.3 Be vigilant and proactive with regard to student safety and child protection issues;
- 1.2.1.4 Ensure as far as practicable that adults are not alone with a child;
- 1.2.1.5 Provide age appropriate supervision for students;



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- 1.2.1.6 Comply with guidelines published by the School with respect to child protection;
  - 1.2.1.7 Treat all students with respect;
  - 1.2.1.8 Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
  - 1.2.1.9 Use positive and affirming language towards students;
  - 1.2.1.10 Encourage students to 'have a say' and then listen to them with respect;
  - 1.2.1.11 Respect cultural, religious and political differences;
  - 1.2.1.12 Help provide an open, safe and supportive environment for all students to interact, and socialise;
  - 1.2.1.13 Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way;
  - 1.2.1.14 Report any breaches of this Child Safety Code of Conduct;
  - 1.2.1.15 Report concerns about child safety to one of the School's Child Protection Officers and ensure that your legal obligations to report allegations externally are met.
  - 1.2.1.16 Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe;
  - 1.2.1.17 Call the Police on 000 if you have immediate concerns for a student's safety; and
  - 1.2.1.18 Respect the privacy of students and their families and only disclose information to people who have a need to know.
- 1.2.2 **Not Acceptable:**
- 1.2.2.1 Engage in any form of inappropriate behavior towards students or expose students to such behavior;
  - 1.2.2.2 Use prejudice, oppressive behaviour or inappropriate language with students.
  - 1.2.2.3 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;
  - 1.2.2.4 Engage in open discussions of an adult nature in the presence of students;
  - 1.2.2.5 Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material;
  - 1.2.2.6 Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student;
  - 1.2.2.7 Take or publish (including online) photos, movies or recordings of a student without parental/carer consent;
  - 1.2.2.8 Post online any information about a student that may identify them such as their: full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend; and
  - 1.2.2.9 Ignore or disregard any suspected or disclosed child abuse.
- 1.3 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.
- 1.4 Our Child Protection Program includes a **Staff and Student Professional Boundaries Policy** that provides detailed guidance for all staff and Volunteers on how to maintain professional boundaries between students and adults at Ballarat Grammar.



## 2. Report Any Concerns

- 2.1 The Program also includes information for directors of the Board of Directors, staff and **Direct Contact Volunteers** as to how to identify key risk indicators of child abuse concerns to one of our School's nominated Child Protection Officers.
- 2.2 It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.
- 2.3 Third Party Contractors, External Education Providers, Indirect Contact Volunteers, students, parents or other community members who have concerns that a child may be subject to abuse are asked to contact one of the School's **Child Protection Officers**.
- 2.4 Communications will be treated confidentially on a 'need to know basis'.
- 2.5 **Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.**

## 3. The Child Protection Code of Conduct applies to:

- 3.1 Volunteers;
- 3.2 Students;
- 3.3 Parents and carers;
- 3.4 Third Party Contractors and service providers (including External Education Providers);
- 3.5 Directors of the Board of Directors;
- 3.6 Teaching students on placement at the School; and
- 3.7 Visitors.

The Code is made available to all staff, Volunteers, families and students via our public website and staff intranet. A PDF version of our Child Safety Code of Conduct is available.