Ballarat Grammar is committed to zero tolerance of child abuse in every form and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. All staff, volunteers and members of our community have a duty of care to protect the safety, health and wellbeing of all 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.

POLICY STATEMENT:

Ballarat Grammar's *Student Safety Code of Conduct* outlines appropriate standards of behaviour for all community members towards students. The *Code* serves to protect students, reduce any opportunities for abuse or harm to occur, and promote student safety and wellbeing in the School environment. It provides guidance on how to best support students and how to avoid or more effectively 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* considers and acknowledges the diversity of all students enrolled at Ballarat Grammar, including gender difference, lesbian, gay, bisexual, transgender, asexual and intersex children, 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 *Student 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 *Professional Boundaries* policy.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with students. When everyone is educated about the *Code of Conduct* and the reasons it is so important to uphold, the School environment becomes increasingly transparent and individuals are accountable for their behaviour. Above all, a *Student Safety Code of Conduct* helps to protect students from harm.

This information should be read in conjunction with the School's student safety strategies, policies and procedures. These policies and procedures should be read in conjunction with each other and not independently. This information does not replace any legislative or regulatory obligations.

Part 1- Our Student Safety Code of Conduct

1. Ballarat Grammar has the following expectations of behaviours and boundaries for all community members interacting with students within our School community. This includes all teaching staff, general staff, Board Directors, volunteers (direct and indirect), third party

contractors, external education providers and parents/carers. The School's Board of Directors has endorsed this *Student Safety Code of Conduct*.

2. Acceptable:
   - 2.1 Behave as a positive role model to students;
   - 2.2 Promote the safety, welfare and wellbeing of students;
   - 2.3 Be vigilant and proactive with regard to student safety and child protection issues;
   - 2.4 Ensure as far as practicable that adults are not alone with a student;
   - 2.5 Provide age appropriate supervision for students;
   - 2.6 Comply with guidelines published by the School with respect to student safety;
   - 2.7 Treat all students with respect;
   - 2.8 Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students;
   - 2.9 Use positive and affirming language towards students;
   - 2.10 Encourage students to 'have a say' and then listen to them with respect;
   - 2.11 Respect cultural, religious and political differences;
   - 2.12 Help provide an open, safe and supportive environment for all students to interact, and socialise;
   - 2.13 Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way;
   - 2.14 Report any breaches of this *Student Safety Code of Conduct* to the School's Student Safeguarding Officers;
   - 2.15 Report concerns about student safety to one of the School's Student Safeguarding Officers and ensure that your legal obligations to report allegations externally are met;
   - 2.16 Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe;
   - 2.17 Call the Police on 000 if you have immediate concerns for a student's safety; and
   - 2.18 Respect the privacy of students and their families and only disclose information to people who have a need to know.
3. Not Acceptable:
   - 3.1 Engage in any form of inappropriate behavior towards students or expose students to such behavior;
   - 3.2 Use prejudice, oppressive behaviour or inappropriate language with students;
   - 3.3 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;
   - 3.4 Engage in open discussions of an adult nature in the presence of students;
   - 3.5 Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material;
   - 3.6 Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student;
   - 3.7 Take or publish (including online) photos, movies or recordings of a student without parental/carer consent;
   - 3.8 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
   - 3.9 Ignore or disregard any suspected or disclosed child abuse.
4. 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.
5. The School's Student Safety policies and procedures include a *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.

Part 2- Report Any Concerns

1. The School's policies and procedures also includes information for members 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 Student Safeguarding Officers.
2. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.
3. Third Party Contractors, External Education Providers, Indirect Contact Volunteers, students, parents or other community members who have concerns that a student may be subject to abuse are asked to contact one of the School's Student Safeguarding Officers.
4. Communications will be treated confidentially on a 'need to know basis'.
5. **Whenever there are concerns that a student is in immediate danger, the Police should be contacted on 000**.

Part 3- The Student Safety Code of Conduct applies to:

1. Staff (including Teaching and General Staff);
2. Volunteers;
3. Students;
4. Parents and carers;
5. Third Party Contractors and service providers (including External Education Providers);
6. Directors of the Board of Directors;
6. Teaching students on placement at the School; and
7. Visitors.

Part 4- Related Policies and Procedures

1. Our Student Safety policies and procedures include the following documents:
    1.1. Student Safety and Wellbeing policy;
    1.2. Student Safety Risk Management policy;
    1.3. Student Safety Code of Conduct;
    1.4. Our Student Safeguarding Officers;
    1.5. Creating and Maintaining a Student Safe Environment;
    1.6. Procedures for Responding to and Reporting Allegations of Child Abuse;
    1.7. Professional Boundaries;
    1.8. Student Safety Definitions and Additional Resources
    (Note: All relevant definitions are maintained in this document);
    1.9. Standard Operating Procedures - Student Safety; and
    1.10. Standard Operating Procedures - Reportable Conduct.
2. These policies and procedures should be read in conjunction with each other and not independently.

Part 5- Review

1. Ballarat Grammar is committed to the continuous review and improvement of all its operations, including this policy.
2. It is the responsibility of the Senior Student Safeguarding Officer to regularly monitor and annually review the effectiveness of the Student Safety policies to ensure they are working in practice and revise the policy when required.

3. It is the responsibility of the Senior Student Safeguarding Officer along with the Director of Risk, Compliance and Legal Services to engage with students, parents and the broader community in relation to the review of the School's Student Safety policies.

Part 6- Breach of Policy

1. All staff, volunteers and those engaged by Ballarat Grammar are expected to enact this policy in support of student and community learning, health, safety and wellbeing.
2. Any breach of a Student Safety policy will be taken seriously and immediately actioned and followed up by the School, this includes any necessary advice and/or notification to external bodies.