



Student Safety Code of Conduct

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 under our 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.

SCOPE

All adults in the Ballarat Grammar school community have a shared responsibility for contributing to the safety, wellbeing and protection of students. The School's Student Safety Code of Conduct applies to all adults in the School community, whether or not their work involves direct contact with students, including:

- Staff and Direct Contact Contractors (including External Education Providers) who are "school staff" within the meaning of Ministerial Order 1359
- Other types of contractors
- Volunteers (including Directors of the Board of Directors)
- Homestay providers
- Visitors
- Teaching students on placement at the School

The *Student Safety Code of Conduct* applies in all School environments. School environments include the following physical, virtual, and online places used during or outside school hours:

- A campus of the School
- Boarding houses
- Online or virtual school environments made available or authorised by the Board of Directors (or the Headmaster on its behalf) for use by a student (including email, intranet systems, software applications, collaboration tools and online services)
- Other locations provided by the School or through a third-party provider for a student to use, including but not limited to:
 - Camps
 - Approved homestay accommodation
 - Delivery of education and training such as registered training organisations, TAFE's, non-school senior secondary providers, another school
 - Student Exchanges
 - Sporting events, excursions, competitions, and other events

STUDENT SAFETY CODE OF CONDUCT

Ballarat Grammar's *Student Safety Code of Conduct* outlines appropriate standards of behaviour for all community members towards students. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. This includes during the school day, but also out of hours activities including those within the boarding community, homestay providers, camps and extra-curricular activities.

The *Code of Conduct* 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. For more detailed guidance refer to the School's *Professional Boundaries* policy.





| DO | DON'T |
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| <ul style="list-style-type: none"> Be vigilant and proactive with regard to student safety and child protection issues; | <ul style="list-style-type: none"> Engage in any form of inappropriate behaviour towards students or expose students to such behaviour; |
| <ul style="list-style-type: none"> Comply with guidelines published by the School with respect to student safety; | <ul style="list-style-type: none"> Use prejudice, oppressive behaviour or inappropriate language with students; |
| <ul style="list-style-type: none"> 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; | <ul style="list-style-type: none"> Discriminate against any student on the basis of characteristics that are protected in anti-discrimination legislation or express personal views that support or promote such discrimination |
| <ul style="list-style-type: none"> Ensure as far as practicable that adults are not alone with a student; | <ul style="list-style-type: none"> Engage in open discussions of an adult nature in the presence of students |
| <ul style="list-style-type: none"> Intervene when students are engaging in inappropriate behaviour towards others or acting in a humiliating, bullying, or vilifying way; | <ul style="list-style-type: none"> Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material |
| <ul style="list-style-type: none"> Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students; | <ul style="list-style-type: none"> Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student |
| <ul style="list-style-type: none"> Help provide an open, safe and supportive environment for all students to interact, and socialise; | <ul style="list-style-type: none"> Take or publish (including online) photos, movies or recordings of a student without parental/carers consent |
| <ul style="list-style-type: none"> Report any breaches of this Student Safety Code of Conduct to the School's Student Safeguarding Officers; | <ul style="list-style-type: none"> Ignore or disregard any suspected or disclosed child abuse |
| <ul style="list-style-type: none"> Do ensure, as quickly as possible, that where an allegation of child abuse is made the student involved is safe; | <ul style="list-style-type: none"> Post online any information about a student that may identify them such as their: <ul style="list-style-type: none"> full name; age; e-mail address; telephone number; residence; or details of a club or group they may attend |
| <ul style="list-style-type: none"> Encourage students to 'have a say' and then listen to them with respect; | |
| <ul style="list-style-type: none"> Respect cultural, religious and political differences; | |
| <ul style="list-style-type: none"> Treat all students with respect; | |
| <ul style="list-style-type: none"> Use positive and affirming language towards students; | |
| <ul style="list-style-type: none"> Promote the safety, welfare and wellbeing of students; | |
| <ul style="list-style-type: none"> Behave as a positive role model to students; | |
| <ul style="list-style-type: none"> Provide age-appropriate supervision for students; | |
| <ul style="list-style-type: none"> Call the Police on 000 if you have immediate concerns for a student's safety | |
| <ul style="list-style-type: none"> Respect the privacy of students and their families and only disclose information to people who have a need to know. | |

CULTURAL SAFETY AND INCLUSION OF ABORIGINAL CHILDREN AND YOUNG PEOPLE

Ballarat Grammar is committed to creating a culturally safe, inclusive, and respectful environment for Aboriginal children, young people and their families. All staff, volunteers and contractors are expected to:

- Respect and value Aboriginal culture as a core part of a child's identity and wellbeing
- Actively promote cultural safety by creating a welcoming and inclusive environment where Aboriginal children feel safe, respected, and empowered
- Listen to and amplify the voices of Aboriginal children and families ensuring their perspectives are heard and valued in decisions that affect them
- Challenge and report racism, discrimination and cultural insensitivity in any form, ensuring that Aboriginal children and young people are protected from harm
- Acknowledge the impact of historical and ongoing injustices and work towards reconciliation through culturally responsive practices
- Participate in cultural competency training and self-education to enhance understanding and respect for Aboriginal cultures, histories, and perspectives
- Build positive relationships with Aboriginal communities and seek guidance from Aboriginal leaders, elders and organisations where appropriate.





REPORTING

As any breach of the *Student Safety Code of Conduct* will be considered a student safety incident, all staff, volunteers, and contractors who witness, or suspect, any breach of this Code of Conduct must report their concern internally to a Student Safeguarding Officer or the Headmaster. Where the student safety incident or concern involves the Headmaster, internal reports should instead be made to the Chair of the Board of Directors.

Parents/carers, family members or other community members who witness or suspect that there has been a breach of this Code of Conduct, or have concerns that a student may be subject to abuse or harm from a member of Staff, a Volunteer or a Contractor, should contact:

- The School's Senior Student Safeguarding Officer – Mark Warwick, by phoning (03) 5338 0847 or emailing Mark.Warwick@bgs.vic.edu.au or the Headmaster, or
- As with staff, if the concern relates to the Headmaster, the Chair of the Board of Directors.

Communications reporting any breaches of the Student Safety Code of Conduct will be treated confidentially on a 'need to know' basis.

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

BREACH OF POLICY

All staff, volunteers and those engaged by Ballarat Grammar are expected to enact this *Student Safety Code of Conduct* in support of student and community learning, health, safety and wellbeing. Any breach of a Student Safety policy document is a student safety incident that must be reported internally. Any breach that meets the threshold for external reporting must also be reported to the relevant external authority.

REVIEW

Ballarat Grammar is committed to the continuous review and improvement of all its operations, including this *Code of Conduct*. It is the responsibility of the Senior Student Safeguarding Officer to regularly monitor and review the effectiveness of the Student Safety policies to ensure they are working in practice and revise the policy and program* when required and after any significant student safety incident. It is the responsibility of the Senior Student Safeguarding Officer along with the Safety & Risk Officer to engage with students, parents and the broader community in relation to the review of the School's Student Safety policies. *The Student Safety Program is the name given to the full collection of policies, procedures and documents that assist the School to provide a safe environment for students and to meet the requirements of the Victorian Child Safe Standards and Ministerial Order 1359. It includes policies and procedures for:

- Responding to and reporting student safety incidents and concerns
- Student safe human resources management (including WWC clearances)
- Participation and empowerment of students
- Informing and involving families and relevant communities in student safeguarding issues
- Equity and diversity
- Student safeguarding risk management strategies
- Strategies for embedding a culture of student safety at the School; and
- Regular reviews and continuous improvement of student safety policies, procedures, and practices.

GOVERNANCE DOCUMENT RESPONSIBILITIES AND COMMUNICATIONS

All documentation within the Governance Framework will be communicated throughout the School including, but not limited to, internal communications such as Nexus posts, staff emails, staff inductions and documentation distribution.

Document Owners are responsible for identifying and managing information-related risks and issues for their assigned information entities and for escalating these to Approval Authorities accordingly. Owners of Governance Documents





are accountable for their respective procedures, manuals and work instructions in alignment with their position descriptions.

The Student Safety Policy and program documentation is published on the School's public website as well as on Nexus. It is provided to new staff, volunteers and contractors as part of their induction and onboarding process, prior to commencement of work at the School.



Appendix A – Adhering to the School’s Student Safety Code of Conduct

| | Actions | Responsibility | Steps |
|---|--|---|---|
| A | Adhering to the School’s Child Safe Code of Conduct. | <ul style="list-style-type: none">All members of the School community | <ol style="list-style-type: none">1. Read and follow all the aspects of the School’s Student Safety Code of Conduct. |
| B | Adhere to all internal School policies, procedures, reporting frameworks and external legislative standards and requirements | <ul style="list-style-type: none">All members of the School community | <ol style="list-style-type: none">1. Review all supporting documents relevant to this procedure.2. Clear evidence of discussion of student safety documents as part of staff induction processes |



Office Use Only

| Document Control / History | |
|--------------------------------------|--|
| Document Code | SSS - 005 |
| Approval Authority | Senior Student Safeguarding Officer |
| Document Owner / Responsible Officer | Senior Student Safeguarding Officer |
| Original Approval Date | |
| Current Version Date | March 2025 |
| Scheduled Review Date | March 2026 |
| History | March 2026 – Major Review as part of policy rejuvenation project |

| Supporting Documents | |
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| <ul style="list-style-type: none"> SSS-001 Student Safety & Support Policy (overarching policy - in development) SSS-002 Student Safety Program Reference Guide SSS-003 Student Safety Definitions and Additional References SSS-004 Student Safety and Wellbeing SSS-005 Student Safety Code of Conduct SSS-006 Student Duty of Care SSS-007 Student Safety and Risk Management Procedure SSS-008 Professional Boundaries Guidelines SSS-009 Responding to and Reporting Allegations of Abuse SSS-010 Our Student Safeguarding Officers | <ul style="list-style-type: none"> SSS-011 Student Safety Report form – Incident, Disclosure, Suspicion SSS-012 Student Safety Report form – Student Sexual Offending SSS-013 Student Safety Report Form – Early Childhood SSS-014 Student Version – Student Safety & Wellbeing SSS-025 Restraint Guidelines SSS-026 Discipline Policy IDG-003 Privacy Policy ICT-XXX ICT Acceptable Use |

| Student Lifecycle / Pillars / Values / IDEALS / IB PYP Attributes | | | | | |
|---|--|--|--|---|---|
| Student Lifecycle | Student Lifecycle Subsection | Pillars | Values | IDEALS | IB PYP Attributes |
| <ul style="list-style-type: none"> Student Recruitment Delivery of Education Programs Graduation & Community | <ul style="list-style-type: none"> Marketing & Advertising Enrolments & Offers Finance Teaching & Learning Assessment Experiences Careers / Work Experience Graduation Old Grammarians / Alumni | <ul style="list-style-type: none"> Governance & Leadership Legislative & Regulatory Compliance Complaints & Compliments People & Culture Finance Community Engagement / Foundation Property & Maintenance | <ul style="list-style-type: none"> Integrity Aspiration Courage Compassion Responsibility Hope | <ul style="list-style-type: none"> Internationalism Democracy Environmentalism Adventure Leadership Service | <ul style="list-style-type: none"> Inquirers Knowledgeable Thinkers Communicators Principled Open Minded Caring Risk Takers Balanced Reflective |

| Legislative Context |
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| <ul style="list-style-type: none"> Betrayal of Trust Report - Betrayal of Trust Child Safe Standards CCYP The 11 Child Safe Standards Child Wellbeing & Safety Act 2005 (Vic) Child Wellbeing and Safety Act 2005 legislation.vic.gov.au Crimes Act 1958 (Vic) Crimes Act 1958 legislation.vic.gov.au Education & Training Reform Act 2006 (Vic) Education and Training Reform Act 2006 legislation.vic.gov.au Education & Training Reform Regulations 2017 (Vic) Education and Training Reform Regulations 2017 legislation.vic.gov.au Education Services for Overseas Students (ESOS) Act 2000 Federal Register of Legislation - Education Services for Overseas Students Act 2000 Education & Care Service National Law Act 2010 Education and Care Services National Law Act 2010 legislation.vic.gov.au Family Violence Protection Act 2008 Family Violence Protection Act 2008 legislation.vic.gov.au Ministerial Order 1359 ministerial-order-1359-975 National Code of Practice for Providers of Education & Training to Overseas Students 2018 (National Code 2018) Federal Register of Legislation - National Code of Practice for Providers of Education and Training to Overseas Students 2018 National Quality Standard (NQS) National Quality Standard ACECQA Notifiable Data Breaches Scheme About the Notifiable Data Breaches scheme OAIC Privacy Act 1988 (Cth) Federal Register of Legislation - Privacy Act 1988 Worker Screening Act 2020 Worker Screening Act 2020 legislation.vic.gov.au |





| Regulatory Context | | | | |
|--|---|---|--|--|
| VRQA | CRICOS / National Code / ESOS Act | ACECQA / Department of Education | International Baccalaureate | Other |
| <ul style="list-style-type: none"> Ministerial Order No 1359 Victorian Child Safe Standards VRQA Guidelines to the Minimum Standards & Requirements for School Registration Education and Training Reform Regulations 2017 - Schedule 4, clause 15 Child Wellbeing & Safety Act 2005 (Vic) Education & Training Reform Act 2006 (Vic) Worker Screening Act 2020 (Vic) | <ul style="list-style-type: none"> Education Services for Overseas Students (ESOS) Act 2000 National Code of Practice for Providers of Education & Training to Overseas Students 2018 (National Code 2018) – Standard 5 | <ul style="list-style-type: none"> National Quality Framework (NQF) Children, Youth & Families Act 2005 (Vic) | <ul style="list-style-type: none"> International Baccalaureate Programme Standards – Standard A | <ul style="list-style-type: none"> Child Wellbeing & Safety Act 2005 (Vic) Crimes Act 1958 (Vic) – Section 49M Privacy Act 1988 (Cth) Notifiable Data Breaches Scheme Family Violence Protection Act 2008 (Vic) |