



Code of Conduct Student Safety

PURPOSE

Ballarat Grammar is committed to zero tolerance of child abuse in every form, and all allegations and safety concerns will be treated very seriously. This Code of Conduct Student Safety is consistent with Ballarat Grammars child safety and wellbeing strategies, policies and procedures as well as any relevant professional or occupational codes of conduct. Ballarat Grammar holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility and is resolutely committed to embedding a child safe culture and providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. 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, Ballarat Grammar considers the needs of all children and students, this includes students with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds. Ballarat Grammar values diversity and does not tolerate any racist or discriminatory practices.

This Code of Conduct Student Safety supports Ballarat Grammar's obligations under the Victorian Child Safe Standards and Ministerial Order 1359 by establishing clear expectations for behaviour, professional boundaries, reporting obligations and student safety practices across all School environments.

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 Code of Conduct Student Safety 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 *Code of Conduct Student Safety* 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 Principal for use by a student (including email, intranet systems, software applications, collaboration tools and online services)
- Outside of school or in online spaces separate to a typical school day.
- 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

CODE OF CONDUCT STUDENT SAFETY

Ballarat Grammar's *Code of Conduct Student Safety* outlines appropriate standards of behaviour for all community members towards students. It provides guidelines for school staff, contractors, and volunteers on expected standards of behaviour in relation to child safety and wellbeing to ensure professional boundaries, ethical behaviour and highlight acceptable and unacceptable behaviour. This includes during the school day, but also out of hours activities including but not limited to, those within the boarding community, homestay providers, camps and co-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* document.

DO	DON'T
• Be vigilant and proactive with regard to student safety and child protection issues	• Engage in any form of inappropriate behaviour towards students or expose students to such behaviour
• Comply with guidelines published by the School with respect to student safety	• Use prejudice, oppressive behaviour or inappropriate language with students
• 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	• 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
• Ensure as far as practicable that adults are not alone with a student	• Engage in open discussions of an adult nature in the presence of students
• Intervene when students are engaging in inappropriate behaviour towards others or acting in a humiliating, bullying, or vilifying way	• Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material
• Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students, and students from culturally and linguistically diverse backgrounds.	• Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student
• Help provide an open, safe and supportive environment for all students to interact, and socialise	• Take or publish (including online) photos, movies or recordings of a student without obtaining consent from the school and the student's parent or guardian
• Report any breaches of this Code of Conduct Student Safety to the School's Student Safeguarding Officers	• Ignore or disregard any reasonable suspicion, or disclosed child abuse
• Do ensure, as quickly as possible, that where an allegation of child abuse is made the student involved is safe	• Post online any information about a student that may identify them such as their: ○ full name;



Encourage students to express their views, concerns and preferences regarding matters that affect them and respond to those views respectfully and appropriately.	- age; - e-mail address; - telephone number; - residence; or - details of a club or group they may attend
Respect cultural, religious and political differences	
Treat all students with respect	
Use only School-approved communication platforms when communicating with students	
Use positive and affirming language towards students	
Promote the inclusion, participation and empowerment of students with disability and support their right to access education safely and equitably.	Communicate with students through personal messaging applications, private social media accounts or other unauthorised communication channels.
Promote the safety, welfare and wellbeing of students	Engage with, follow, accept friend requests from, communicate with, or permit students to follow staff or volunteers on personal social media accounts.
Behave as a positive role model to students	
Provide age-appropriate supervision for students	
Call the Police on 000 if you have immediate concerns for a student's safety	
Maintain appropriate professional boundaries with students at all times and avoid situations that could reasonably be perceived as grooming, favouritism or inappropriate relationships.	
Respect the privacy of students and their families and only disclose information to people on a need-to-know basis	

STUDENT SAFETY PROGRAM

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
- Regular reviews and continuous improvement of student safety policies, procedures, and practices.

STUDENT SAFETY CODE OF CONDUCT AND CHILD SAFE STANDARDS

This Code of Conduct Student Safety is a key component of Ballarat Grammar's Student Safety Program and supports the School's compliance with the Victorian Child Safe Standards and Ministerial Order 1359.

This Code of Conduct contributes to the School's implementation of the Child Safe Standards by:





- Promoting a culture of child safety and wellbeing where abuse and harm are not tolerated.
- Supporting the participation and empowerment of students by encouraging staff, volunteers and contractors to listen to, respect and act upon student views and concerns.
- Promoting equity, inclusion and cultural safety for all students, including Aboriginal and Torres Strait Islander students, students with disability, students from culturally and linguistically diverse backgrounds, international students, boarding students and students who identify as LGBTQIA+.
- Establishing clear behavioural expectations that support safe environments and appropriate professional boundaries.
- Supporting recruitment, induction, training and supervision processes by ensuring all adults understand their child safety obligations.
- Reinforcing mandatory reporting, reportable conduct, information sharing and other legal obligations relating to child safety and wellbeing.
- Encouraging the identification, reporting and management of child safety risks in both physical and online environments.
- Supporting transparency, accountability and continuous improvement through monitoring, reporting and review of child safety practices.

AGREEMENTS TO THE CODE OF CONDUCT STUDENT SAFETY

A copy of the *Code of Conduct Student Safety* is provided to all staff, volunteers and relevant third parties as part of the School's induction and onboarding process, or otherwise prior to commencing work at Ballarat Grammar. The Code is also reinforced through regular refresher training and ongoing communications to ensure continued awareness of child safety obligations.

All staff, volunteers, contractors and other relevant third parties must acknowledge and agree to comply with the *Code of Conduct Student Safety* before undertaking work or activities on behalf of the School.

	Team	Responsibility
A	People and Culture Team	• Ensure all employees receive Code of Conduct Student Safety as part of induction and onboarding. • Maintain records confirming employee acknowledgement and acceptance of the Code prior to commencement of employment.
B	Student Safeguarding Team	• Ensure volunteers, visitors, contractors and other relevant third parties receive the Code of Conduct Student Safety prior to commencing activities at the School. • Maintain records of acknowledgement and agreement for volunteers, visitors, contractors and third parties.

REPORTING

As any breach of the *Code of Conduct Student Safety* 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 Principal. Where the student safety incident or concern involves the Principal, 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 the Code of Conduct Student Safety, 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 – Olivia Bugden, by phoning (03) 5338 0880 or emailing Olivia.Bugden@bgs.vic.edu.au or;
- The School's Student Safeguarding Manager – Christian Walters, by phoning (03) 5338 0880 or emailing Christian.Walters@bgs.vic.edu.au or;
- The Principal.





- As with staff, if the concern relates to the Principal, the Chair of the Board of Directors at Board@bgs.vic.edu.au.

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

The safety and wellbeing of the student is the School's primary consideration when responding to any alleged breach of this Code of Conduct.

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 *Code of Conduct Student Safety* 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, such as forming a reasonable belief, must also be reported to the relevant external authority, including mandatory reporting, reportable conduct, child protection and Victoria Police reporting obligations where applicable.

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 Head of Student Safety and Wellbeing 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.

This Code of Conduct Student Safety is endorsed and approved by the Ballarat Grammar Board of Directors and will be reviewed at least annually, following any significant student safety incident, or more frequently where legislative or operational changes require. It is the responsibility of the Head of Student Safety and Wellbeing along with the Student Safeguarding Manager to engage with students, parents and the broader community in relation to the review of the School's Student Safety policies.

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.





Office Use Only

Document Control / History	
Document Code	SSS-005 Code of Conduct Student Safety
Approval Authority	Board of Directors
Document Owner / Responsible Officer	Head of Student Safety and Wellbeing
Original Approval Date	August 2025
Current Version Date	August 2026
Review Cycle	Annual (1)
Scheduled Review Date	August 2027
History	March 2026 – Major Review as part of policy rejuvenation project August 2026 – Change of code of conduct name to align to staff, volunteers, contracts and third-party provider responsibilities.

Supporting Documents	
- Betrayal of Trust Report - Betrayal of Trust - Child Safe Standards - CCYP The 11 Child Safe Standards - IDG-003 Privacy Policy - IDG-002 ICT Acceptable Use - SSS-001 Pastoral Care and Wellbeing Support Policy - SSS-003 Student Safety Definitions and Additional References - SSS-004 Student Safety and Wellbeing	- 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-025 Restraint Guidelines - SSS-026 Discipline Policy

Student Lifecycle / Pillars / Values / IDEALS / IB PYP Attributes					
Student Lifecycle	Student Lifecycle Subsection	Pillars	Values	IDEALS	IB PYP Attributes
- Student Recruitment - Delivery of Education Programs - Graduation & Community	- Marketing & Advertising - Enrolments & Offers - Finance - Teaching & Learning - Assessment - Experiences - Careers / Work Experience - Graduation - Old Grammarians / Alumni	- Governance & Leadership - Legislative & Regulatory Compliance - Complaints & Compliments - People & Culture - Finance - Community Engagement / Foundation - Property & Maintenance	- Integrity - Aspiration - Courage - Compassion - Responsibility - Hope	- Internationalism - Democracy - Environmentalism - Adventure - Leadership - Service	- Inquirers - Knowledgeable - Thinkers - Communicators - Principled - Open Minded - Caring - Risk Takers - Balanced - Reflective

Legislative Context
- 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	AECQA / Department of Education	International Baccalaureate	Other
- 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)	- 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	- National Quality Framework (NQF) - Children, Youth & Families Act 2005 (Vic)	International Baccalaureate Programme Standards – Standard A	- 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)