



Doctrina Vitae

Bacchus Marsh
Grammar

School Document

Child Protection and Safety

Child Safe Code of Conduct

(Source: Complispace)

Approved by the School Board 25 May 2022



1 Child Safe Code of Conduct

The Child Safe Code of Conduct outlines appropriate standards of behaviour for all adults in the School environment towards students. It 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.

It is the School's policy that any breach of the Child Safe Code of Conduct is a child 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.

For more information, refer to our procedures for Responding to and Reporting Child Safety Incidents or Concerns.

The School reviews the Child Safe Code of Conduct annually. The School Board has approved the Child Safe Code of Conduct.

The Child Safe Code of Conduct is published on our public website.

Our Child Safe Program also includes a Staff and Student Professional Boundaries policy that provides detailed guidance for all Staff, Volunteers, Contractors and External Education Providers on how to maintain professional boundaries between students and adults at Bacchus Marsh Grammar.

2 Scope

2.1.1 The Child Safe Code of Conduct applies to all adults in the School community, including:

- School Board and sub-committees members
- the Principal and the Senior Leadership Team
- all staff members, including non-teaching Staff and temporary or casual Staff
- all Volunteers
- all Contractors (including External Education Providers)
- teaching students on placement at the School
- parents/carers and other adult family members of students
- Visitors,

together referred to as "the School Community" for the purposes of the Child Safe Code of Conduct.

2.1.2 The Child Safe 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
- Online or virtual school environments made available or authorised by the School Board (or the Principal 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
 - Sporting events, excursions, competitions and other events

2.1.3 Certain staff members, Volunteers and Contractors at the School may have other professional or occupational codes of conduct that regulate their profession or occupation. These codes of conduct must be complied with. In the event that the staff member, Volunteer or Contractor considers that there is a conflict between their professional or occupational code of conduct and the Child Safe Code of Conduct in a particular matter, the relevant staff member, Volunteer or Contractor must seek

advice from their professional or occupational regulatory body and/or a Child Safety Officer, and must advise the Principal of their proposed course of action.

3 The Child Safe Code of Conduct

3.1.1 Each member of the School Community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour:

Do:

- Uphold and act in accordance with Bacchus Marsh Grammar's Child Safe Policy at all times.
- Comply with applicable guidelines published by the School with respect to child safety, such as the Staff and Student Professional Boundaries policy.
- 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 wellbeing, including child protection issues.
- Provide age-appropriate supervision for students.
- Treat all students with respect.
- Promote the safety, participation and empowerment of students with disability.
- Promote the cultural safety, participation and empowerment of linguistically and/or culturally diverse students and Aboriginal and Torres Strait Islander students.
- Use positive and affirming language towards students.
- Encourage students to 'have a say' and participate, 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 Safe Code of Conduct.
- Report concerns about child safety to one of the School's Child Safety Officers and ensure that your legal obligations to report child abuse or other harm externally are met.
- Where an allegation of child abuse or other harm is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

Do Not:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Engage in prejudicial or oppressive behaviour or use 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 (other than as expressly outlined in our Restraint of Students Policy 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.

- 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 who is not your own child.
- Engage in activities with a student who is not your own child, outside of school hours and without permission from the student's parent/carer.
- 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 identifying information about a student online unless it is necessary for the School's activities or you have consent from the student and/or their parents/guardians. Identifying information includes things such as the student's: full name; age; e-mail address; telephone number; residence; school; or details of a club or group that they may attend.
- Ignore or disregard any suspected or disclosed child abuse or other harm.

4 Agreement to the Child Safe Code of Conduct

- 4.1.1 The School provides a copy of the Child Safe Code of Conduct to all Staff, relevant Volunteers and relevant Contractors at induction, or otherwise prior to them commencing work at the School. The School also communicates it via refresher training at regular intervals for all Staff, as well as Direct Contact and Regular Volunteers and Direct Contact Contractors.
- 4.1.2 All Staff, as well as Direct Contact and Regular Volunteers must sign an agreement to adhere to the Child Safe Code of Conduct prior to commencing work at School.
- 4.1.3 The Child Safe Code of Conduct forms part of the contract between the School and any Direct Contact and Regular Contractors. Therefore, all Direct Contact and Regular Contractors are deemed to have agreed to adhere to the Child Safe Code of Conduct on signing the contract or on commencing work at the School.
- 4.1.4 A copy of the Child Safe Code of Conduct is provided to parents/carers, who must sign an agreement to abide by the Child Safe Code of Conduct on enrolment.

5 Consequences for Breaching the Child Safe Code of Conduct

- 5.1.1 Staff, including the Senior Leadership Team and Principal, Volunteers and Contractors who breach this Code of Conduct may be subject to disciplinary actions that may result in a range of measures including (depending on the severity of the breach):
- remedial education
 - counselling
 - increased supervision
 - the restriction of duties
 - appointment to an alternate role
 - suspension
 - in the case of serious breaches, termination of employment, contract or engagement.
- 5.1.2 Where any other member of the School Community breaches any obligation, duty or responsibility within our Child Safe Code of Conduct, Bacchus Marsh Grammar will take appropriate action.

6 Report Any Concerns

6.1 Staff

- 6.1.1 It is the School's policy that any breach of the Child Safe Code of Conduct is a child safety incident. Therefore, all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, any breach of this Code of Conduct must report their concern internally and, if required, also externally.



- 6.1.2 Staff who, in good faith, make an internal report alleging a breach of the Child Safe Code of Conduct will be protected from victimisation or other adverse consequences.
- 6.1.3 Our Child Safe Program includes information for Staff, Volunteers and Contractors about how to identify key indicators of child abuse or other harm and how to report child safety incidents or concerns internally. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant authorities. For more information, refer to our procedures for Responding to and Reporting Child Safety Incidents or Concerns.

6.2 Students

- 6.2.1 The School provides students with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at the School, including breaches of the Child Safe Code of Conduct. These include informal and formal ways, an ‘anonymous’ way, and through external child advocacy or child safety organisations. For more information, refer to Child Safe Complaints Management.

6.3 Parents/Carers, Family Members or Other Community Members

- 6.3.1 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 child or young person associated with the School may be subject to abuse or harm from a member of Staff, a Volunteer or a Contractor, should contact the School’s Senior Child Safety Officer Debra Ogston, by phoning (03) 5366 4800 or emailing ogstond@bmg.vic.edu.au or the Principal, or if the concern relates to the Principal, the Company Secretary.
- 6.3.2 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.

7 Authorisation

Board Document No.		
Board Document Name	Child Safe Code of Conduct	
Approval Authority	Chair of the School Board	
Approval Signature	Cathy Jeffkins Chair of the School Board Bacchus Marsh Grammar	
Administrator	Company Secretary	Greg Gough
Approval Date	25 May 2022	
Date of Next Review	25 May 2023	To be reviewed annually

8 History

Date	Amendment
25 May 2022	1. Revised to include the new child safe standard requirements. Extracted as a separate document.