



Bacchus Marsh  
Grammar

# School POLICY

## CHILD PROTECTION AND SAFETY

### Child Safe Code of Conduct Policy and Procedures

(Source: Ideagen Complispace)

Approved by the School Board: 27 May 2026

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for Girls and Boys  
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## Child Safe Code of Conduct Policy and Procedures

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If you are a non-English speaker who needs help to understand this Policy, please contact the appropriate Head of Campus.

## **1 Statement of Commitment to Child Safety and Wellbeing**

All children and young people who come to Bacchus Marsh Grammar (the School) have a right to feel and be safe. The School is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and can actively participate in decisions that affect their lives.

The School has zero tolerance for abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The School regards its child safe responsibilities with the utmost importance and as such, is committed to providing the necessary resources to maintain a child safe culture and ensure compliance with all relevant child safe organisation and child protection laws and regulations.

Each member of the School community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

## **2 Purpose**

This Policy and its Procedures outline:

- expected standards of behaviour, relevant to child safety and wellbeing, towards students for all adults in all School environments; and
- the School's expectations for compliance.

It helps to protect students from harm, reduce opportunities for abuse or other harm to occur, and promote child safety and wellbeing in the School environment.

It also provides guidance on how to best support students and how to avoid or better manage difficult situations.

The School also has a Staff and Student Professional Boundaries Policy and Procedures that provides detailed guidance for Staff, Volunteers and Contractors, no matter their age, on how to maintain professional boundaries with students.

## **3 Scope**

3.1.1 The Child Safe Code of Conduct applies to all adults in the School community. This means that if you are aged 18 or over and are:

- the Principal
- a Senior Management Team member
- a School Board member
- a staff member (including non-teaching Staff and temporary or casual Staff)
- a Volunteer
- a Contractor (including an External Education Provider)
- a teaching student on placement at the School
- a Visitor (including a parent/guardian or other adult family member of a student who is at the School or attending a School event)

this Policy and its Procedures apply to you.

3.1.2 The School refers to everyone in this list together as the "School Community".

3.1.3 The Child Safe Code of Conduct does not apply to students who are volunteering with, coaching or tutoring younger students at the School. If you are a student, you must instead comply with the Student Code of Conduct and other relevant School policies.

- 3.1.4 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 Bacchus Marsh Grammar 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, TAFEs, non-school senior secondary providers, another school
    - sporting events, excursions, competitions and other events.

## 4 Policy Statement

### 4.1 The Child Safe Code of Conduct

- 4.1.1 As an adult member of the School Community, you must comply with the following Child Safe Code of Conduct:

#### DO:

- Comply with the School's child safe policies and procedures.
- In relationships with students, maintain professional boundaries that apply to your roles and responsibilities at the School at all times (for example, if you are a staff member, Volunteer or Contractor, you must follow the Staff and Student Professional Boundaries Policy and Procedures).
- Comply with any additional guidelines published by the School with respect to child safe behaviours.
- Take all reasonable steps to protect students from harm.
- Provide supervision for students that is appropriate for their age and developmental stage.
- Treat all students with respect, regardless of race, gender identity, sexual orientation, language, religion, political views, culture, disability, or other status.
- Actively encourage the participation and empowerment of all students, including students with disability, culturally linguistically and culturally diverse students, Aboriginal and Torres Strait Islander students and students with other vulnerabilities (such as students who are unable to live at home or students who identify as lesbian, gay, bisexual, transgender or intersex), by listening to their ideas, values and contributions.
- Intervene when students are engaging in inappropriate, humiliating, vilifying or bullying behaviour towards others.
- Interact with students in an open and transparent way.
- Build trust with students by taking any child safety incidents, concerns and reports made by them seriously.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.
- Where an allegation of 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.
- Report any child safety incidents or concerns to the Principal or a Child Safety Officer and meet any additional legal obligations to report abuse or other harm externally.
- Report any breaches of this Child Safe Code of Conduct to the Principal or a Child Safe Officer.

## DO NOT:

- Engage in, or ignore others engaging in, any form of inappropriate behaviour towards students or expose students to behaviour that has the potential to cause harm (including physical, psychological or emotional harm).
- Engage in prejudicial or oppressive behaviour or use inappropriate language with students.
- 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.
- Engage in discussions with, or in the presence of students that could be construed as inappropriate (for example, asking questions of a personal nature or discussing illicit matters such as sex, drugs or alcohol other than in an educational context).
- Engage in any form of sexual conduct with a student including any form of grooming behaviour, 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 mechanical means or physical force to punish or discipline a student (other than Restraint of Students Policy). Corporal punishment is explicitly prohibited.
- Engage in inappropriate supervision in change rooms, bathrooms and accommodation (for example, on camps). In particular, male adults must not enter female changerooms, bathrooms or accommodation and female adults must not enter male changerooms, bathrooms or accommodation, except in an emergency.
- Initiate or develop a relationship with any student that has, or can be misinterpreted as having, any basis other than a professional basis (for more information, refer to the Staff and Student Professional Boundaries Policy and Procedures).
- Initiate or develop a 'special' relationship with a student that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in private meetings or activities with a student (other than a student who is your own child):
  - without the School's and/or the students' parents/guardians' knowledge and approval; or
  - when there is no other adult present(for more information, refer to the Staff and Student Professional Boundaries Policy and Procedures).
- Engage in personal communications with a student using electronic or digital media through any medium (for more information, refer to the Staff and Student Professional Boundaries Policy and Procedures).
- Take or publish (including online) photos, video and/or audio recordings of a student without School and/or parent/guardian consent.
- Post identifying information about a student online unless it is necessary for the School's activities and with consent from the student and/or their parents/guardians. Identifying information includes things such as the student's full name, age, email address, telephone number, residence, school, or details of a club or group they may attend.

- 4.1.2 Certain members of the School Community (for example, staff members working as psychologists at the School) may have other professional or occupational codes of conduct that regulate their profession or occupation. If this applies to you, you must also comply with these codes of conduct. If you consider that there is a conflict between your professional or occupational code of conduct and the Child Safe Code of Conduct in a particular matter, you must follow the Procedures below.

## 5 Agreement to the Child Safe Code of Conduct

- 5.1.1 If you are a staff member or a Direct Contact or Regular Volunteer, you must acknowledge that you have read, understood and agree to adhere to the Child Safe Code of Conduct prior to commencing work at School, by completing the School's Child Safe Acknowledgement Form.
- 5.1.2 The Child Safe Code of Conduct forms part of the contract between the School and any Direct Contact and Regular Contractors. Therefore, if you are a Direct Contact or Regular Contractor, you 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.

## 6 Breaches of the Child Safe Code of Conduct

- 6.1.1 The School considers any breach of the Child Safe Code of Conduct to be a child safety incident. As a result, if you are a staff member or a Direct Contact or Regular Volunteer/Contractor, you must:
- 6.1.1.1 report all breaches of the Child Safe Code of Conduct internally to the School, following the Procedures set out below
- 6.1.1.2 report any breach that meets the threshold for external reporting to the relevant external authority, following the Reporting and Responding Obligations (Child Safe) Policy and Procedures
- 6.1.1.3 document your internal and external reports, following the Record Keeping (Child Safe) Policy and Procedures.
- 6.1.2 If, in good faith, you make an internal report alleging a breach of the Child Safe Code of Conduct, the School will protect you from victimisation or other adverse consequences.
- 6.1.3 The School will apply appropriate consequences to School Community members who breach the Child Safe Code of Conduct, as set out in Breach below.

## 7 Procedures

### 7.1 Agreement to Adhere to the Child Safe Code of Conduct

- 7.1.1 Prior to commencing employment, duties, or engagement with the School, all staff members must:
- Read and acknowledge their understanding of the School's Child Safe Code of Conduct;
  - Agree to comply with the expectations and obligations outlined within the Code; and
  - Complete and sign the School's Child Safe Acknowledgement Form.
- 7.1.2 The completed Child Safe Acknowledgement Form must be submitted and recorded prior to the staff member commencing work at the School.
- 7.1.3 The School will maintain records of all signed acknowledgements and may require staff to reconfirm their understanding and compliance periodically, including following updates to child safety policies or procedures.

### 7.2 Other Professional or Occupational Codes of Conduct

- 7.2.1 If you must comply with a professional or occupational code of conduct and you consider that there is a conflict between that code of conduct and the Child Safe Code of Conduct in a particular matter, you must:
- 7.2.1.1 seek advice from your professional or occupational regulatory body and/or a Child Safety Officer; and
- 7.2.1.2 advise the Principal of your proposed course of action.

### 7.3 Report Any Concerns

- 7.3.1 If you are concerned that a child, young person or student aged 18 or over is in immediate danger, call the Police on 000.**

**7.3.2 Any person, including all Staff, Volunteers, Contractors, parents/guardians and students, can at any time, contact DFFH Child Protection if they are concerned about the wellbeing of a child aged under 17.**

7.3.3 You can do this by:

- during business hours (8:45am-5:00pm, Monday to Friday), contacting the Child Protection intake service for the local government area where the child resides, listed here
- after hours, telephoning 13 12 78.

#### 7.4 Staff, Volunteers and Contractors

7.4.1 If you are a staff member, Volunteer or Contractor and you witness or suspect a breach of the Child Safe Code of Conduct, report this to a Child Safe Officer or the Principal as soon as possible.

7.4.2 If the breach involves the Principal, report this to the Company Secretary by email to [compliance@bmg.vic.edu.au](mailto:compliance@bmg.vic.edu.au).

7.4.3 A breach of the Child Safe Code of Conduct could amount to the abuse or other harm of a child, young person or student aged 18 or over. For information about how to identify key indicators of abuse or other harm, refer to Definitions and Key Indicators of Abuse and Other Harm.

7.4.4 Reporting internally does not replace other legal and policy obligations that you may have. In addition to the above, you must also follow all responding and reporting obligations that apply to you.

Depending on the circumstances, these obligations may include:

- reporting to DFFH Child Protection
- reporting to the Police
- reporting Reportable Conduct to the Social Services Regulator
- taking steps to protect students from future risks of abuse or other harm, where those steps are within your power or responsibilities to take (to meet your duty to protect obligations)
- reporting teacher misconduct to the VIT
- providing information to other external agencies.

7.4.5 These are explained in the Reporting and Responding Obligations (Child Safe) Policy and Procedures.

#### 7.5 Students

7.5.1 Students who are the victim of or who witness or suspect a breach of the Child Safe Code of Conduct can:

- disclose this to a School Child Safe Officer
- disclose this to any other staff member, Volunteer or Contractor. This might be done:
  - verbally
  - in writing
  - through electronic means (such as email)
  - indirectly (such as in written assignments, in artworks or in any other way)
- disclose this anonymously, using the School's anonymous secure drop box, which is located at Reception
- contact

Kids Helpline Ph: 1800 55 1800

website: <https://kidshelpline.com.au>

Police: 000

7.5.2 For more information, students can refer to the child-friendly version of the Complaints Management (Child Safe) Policy and Procedures, available on the school portal, which explains these different pathways.

## 7.6 Parents/guardians, family members or other School Community members

7.6.1 Parents/guardians, family members and other community members who witness or suspect a breach of the Child Safe Code of Conduct can contact:

- the School's Senior Child Safe Officer, Ros Pittard, by phoning (03) 5366 4800 or emailing [pittardr@bmg.vic.edu.au](mailto:pittardr@bmg.vic.edu.au)
- the Principal (or if the concern relates to the Principal, the Company Secretary by Business Manager).

Communications will be treated confidentially on a 'need to know' basis.

## 8 The Child Safe Code of Conduct and Reportable Conduct

8.1.1 The School's Child Safe Code of Conduct outlines expected standards of behaviour for all Staff, Volunteers and Contractors at the School. However, breaches of the Child Safe Code of Conduct will not always be Reportable Conduct. For example, a Volunteer accepting a social media 'friend' request from a student would be a breach of the Child Safe Code of Conduct but may not amount to Reportable Conduct.

8.1.2 These kinds of breaches can be dealt with at the School level and the School does not need to report them to the Social Services Regulator (SSR).

8.1.3 For more information, refer to Reporting and Responding Obligations (Child Safe) Policy and Procedures or, for further guidance, to the Reportable Conduct Policies and Procedures.

## 9 Implementation

9.1.1 The Child Safe Code of Conduct is published on the School's public website.

9.1.2 The Child Safe Code of Conduct is made available to employed staff members through the School's Intranet. The School provides a copy of the Child Safe Code of Conduct to all Staff, relevant Volunteers and relevant Contractors at their induction, or otherwise prior to them commencing work at the School.

9.1.3 Training about the Child Safe Code of Conduct is included in induction and annual refresher training for employed staff members, as well as relevant Volunteers and Contractors. For more information, refer to the Training and Supervision (Child Safe) Policy and Procedures.

9.1.4 Employed staff members, relevant Volunteers and relevant Contractors sign an agreement to adhere to the Child Safe Code of Conduct as set out in this Policy and its Procedures.

9.1.5 The School has developed, in consultation with its students, a child-friendly version of the Child Safe Code of Conduct that the School provides to all students.

## 10 Breach

10.1.1 If you are a staff member, Volunteer or Contractor and you breach this Policy and its Procedures, the School can investigate your conduct. You could face disciplinary action, such as (depending on the severity of the breach):

- attending remedial education
- attending 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.

10.1.2 You could also face civil or criminal penalties.

10.1.3 If you are another member of the School Community and you breach the Child Safe Code of Conduct, the School will take appropriate action. This could include:

- making a report to DFFH Child Protection or the Police if your conduct meets the required threshold for reporting; and/or
- if you are a parent/guardian or other Visitor, issuing a School Community Safety Order against you in appropriate cases.

## **11 Definitions**

11.1.1 Definitions of particular terms used in this Policy and its Procedures can be found in the Child Safe Program Definitions List and Definitions and Key Indicators of Abuse and Other Harm, which are annexed to the Reporting and Responding Obligations (Child Safe) Policy and Procedures.

## **12 Source of Obligation**

- Victorian Child Safe Standards, Standard 2
- Ministerial Order 1359, Clause 6

## **13 Related Policies**

Complaints Management (Child Safe) Policy and Procedures  
Family and Community Involvement, Cultural Safety and Equity-Diversity (Child Safe) Policies and Procedures  
Human Resources Management (Child Safe) Policies and Procedures  
Record Keeping (Child Safe) Policy and Procedures  
Regular Reviews and Continuous Improvement (Child Safe) Policies and Procedures  
Reporting and Responding Obligations (Child Safe) Policy and Procedures  
Risk Management (Child Safe) Policy and Procedures  
School Community Safety Orders  
Staff and Student Professional Boundaries Policy and Procedures  
Student Child Safe Code of Conduct Policy and Procedures  
Student Participation and Empowerment (Child Safe) Policy and Procedures

## **14 Related Documents**

Child Protection Reporting Obligations: Summary of the School's Procedures for Responding to and Reporting Child Safety Incidents or Concerns  
child-friendly version of/information about the Complaints Management (Child Safe) Policy and Procedures  
Complaints Handling Policy and Procedures  
Procedures for Managing Child Safety Incidents or Concerns Involving the School or its Staff Members (Summary)  
PROTECT Recording your actions: Responding to suspected child abuse - A Template for Victorian Schools  
Student Child Safe Code of Conduct

## **15 References**

Commission for Children and Young People, Resources and Support for the Child Safe Standards  
Commission for Children and Young People, Victorian Child Safe Standards  
Department of Education, Child Safe Standards Templates and Resources

## 16 Authorisation

<b>School Document Name</b>	<b>Child Safe Code of Conduct Policy and Procedures</b>	
<b>Approval Authority</b>	<b>Chair of the School Board</b>	
<b>Approval Signature</b>	Diana Taylor <b>Chair of the School Board Bacchus Marsh Grammar</b>	
<b>Administrator</b>	<b>Company Secretary</b>	Kerryn Browne
<b>Approval Date</b>	<b>27 May 2026</b>	
<b>Date of Next Review</b>	<b>27 May 2027</b>	To be reviewed annually

## 17 History

<b>Date</b>	<b>Amendment</b>
<b>27 May 2026</b>	1. New policy to replace the previous Child Safe Code of Conduct.