



Bacchus Marsh
Grammar

School POLICY

CHILD PROTECTION AND SAFETY

Child Safe Code of Conduct

(Source: Ideagen Complispace)

Approved by the School Board 28 May 2025

Bacchus Marsh Grammar PO Box 214 Bacchus Marsh VIC 3340 **E** school@bmg.vic.edu.au
Maddingley Campus South Maddingley Road, Bacchus Marsh VIC 3340 **P** 03 5366 4800
Woodlea Campus and ELC 111 Frontier Avenue, Aintree VIC 3336 **P** 03 5366 4900

An Independent Ecumenical School
for Girls and Boys
Reg. No. 1919
ABN: 24 128 531 078
www.bmg.vic.edu.au



Child Safe Code of Conduct

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1 Child Safe Code of Conduct

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

The Child Safe Code of Conduct outlines appropriate standards of behaviour towards students for all adults in the School environment, and the School's expectations for compliance. 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 the Bacchus Marsh Grammar (the School) public website.

The School's Child Safe Program also includes a Staff and Student Professional Boundaries policy that provides detailed guidance for all Staff, Volunteers and Contractors 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-committee 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/guardians 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 Some staff members, Volunteers and Contractors at the School may have other professional or occupational codes of conduct that regulate their profession or occupation such as the Victorian Teaching Profession's Code of Conduct. 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, they 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.
- 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 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/guardian.
- 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/guardian 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 the 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/guardians, who must sign an agreement to abide by the Child Safe Code of Conduct on enrolment.

5 The Child Safe Code of Conduct and Reportable Conduct

- 5.1.1 The School's Child Safe Code of Conduct outlines expected standards of behaviour for all Staff at the School. However, breaches of the 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 our Child Safe Code of Conduct but may not amount to Reportable Conduct.
- 5.1.2 These kinds of breaches of the School's Child Safe Code of Conduct can be dealt with at the School level and the School does not need to report them to the Commission for Children and Young People.

For more information, refer to the School's Reportable Conduct policies and procedures.

6 Consequences for Breaching the Child Safe Code of Conduct

- 6.1.1 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.
- 6.1.2 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 and may issue School Community Safety Orders.

7 Report Any Concerns

Whenever there are concerns that a child or young person is in immediate danger, call the Police on 000.

7.1 Staff

- 7.1.1 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 to a Child Safety Officer or the Principal.
- 7.1.2 Where the child safety incident or concern involves the Principal, internal reports should instead be made to the Company Secretary – Greg Gough.
- 7.1.3 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.
- 7.1.4 Note that reporting internally does not change any obligation that Staff may have under legislation to report to an external authority.
- 7.1.5 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 to relevant external authorities. For more information, refer to our procedures for Responding to and Reporting Child Safety Incidents or Concerns.

7.2 Students

- 7.2.1 Students who are the victim of, or who witness or suspect a breach of the Child Safe Code of Conduct can:
- Disclose the child safety incident or concern to any 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)
 - Contact:
Kids Helpline Ph: 1800 55 1800
website: <https://kidshelpline.com.au>
Police: 000

7.3 Parents/Guardians, Family Members or Other Community Members

- 7.3.1 Parents/guardians, 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 Safe Officer Ros Pittard, a School Child Safe Officer, or the Principal by phoning (03) 5366 4800, or
 - if the concern relates to the Principal, the Company Secretary.
- 7.3.2 Communications will be treated confidentially on a 'need to know basis'.

8 Authorisation

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|-----------------------------|------------------------------------------------------------------------------------|-------------------------|
| School 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 | 28 May 2025 | |
| Date of Next Review | 28 May 2026 | To be reviewed annually |

9 History

| Date | Amendment |
|-------------------------|---------------------------------------------------------------------------------------------------|
| 25 May 2022 | 1. Revised to include the new child safe standard requirements. Extracted as a separate document. |
| 29 November 2023 | 2. Reviewed to include Complispace program updates. Section 5 added. |
| 28 May 2025 | 3. Reviewed and updated Senior Child Safe officer |