



Policy Name	Child Safety Code of Conduct	Approval date	16 June 2022
Policy Owner	Principal	Next review	16 June 2023
Approved by	School Council	Version	2

Introduction

This Child Safety Code of Conduct sets the standards of behaviour required of all adults interacting with students in the School environment and the School boarding premises environment (as defined by *Ministerial Order No. 1359: Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises*).

Scope

This Code of Conduct applies to all adults interacting with students in the school environment and the school boarding premises environment, including:

- staff, including casual or temporary staff;
- volunteers;
- contractors and service providers, including external education providers;
- parents, guardians and other adult family members of students;
- members of the School Council;
- contracted sport coaches;
- visitors;
- homestay providers and local support persons for overseas students; and
- student teachers on placement at the School.

(Referred to as the “School Community” for the purposes of this Code of Conduct).

The Code of Conduct applies to interactions with students in the school environment across all campuses, which includes any physical, online or virtual place made available for use by a child or student at any time.

Acceptable Conduct

All members of the School Community are responsible for promoting child safety and wellbeing and are expected to:

- uphold the School’s policies, procedures and guidance related to child safety;
- undertake all child safety training as required;
- treat all students and their families with respect;



- ensure as far as possible that adults are not left alone with a child;
- listen and promptly respond to any student who has expressed a concern about their own safety or the safety of another child, or made a disclosure about child abuse;
- ensure that all students and children are informed about their rights, taken seriously, and empowered to participate in decisions affecting them;
- report any allegations of child abuse or other child safety concerns to the Child Safety Leaders or Principal. If the matter is in relation to the Principal, it must be reported to the Chair of School Council;
- ensure that any legal obligations to report child abuse or other harm to external authorities are met;
- if child abuse is suspected, ensure that as soon as is safely and reasonably possible, the student is safe and protected from further harm;
- promote and encourage a culture of diversity, inclusion and belonging by paying particular attention to the needs of Aboriginal and Torres Strait Islander students, overseas students, students with disabilities, students who identify as LGBTQIA+, students who are unable to live at home and students from culturally and linguistically diverse backgrounds; and
- report any breaches of this Child Safety Code of Conduct to a Child Safety Leader or the Principal.

Unacceptable Conduct

Members of the School Community must not:

- be alone with a student in a classroom or office unless it is necessary e.g. one-on-one instruction, disciplinary reasons, counselling/pastoral care, private music lessons. They must at all times endeavour to be in a location with high visibility/traffic (e.g. a room with a window on a corridor). The meeting should be diarised and, if possible, the door to the room or office should be left open with another adult close by;
- discuss intimate or private matters with, or in the presence of a student, that a reasonable person would consider unsuitable to share with a student;
- engage in any form of sexual behaviour with, or in the presence of, a student, whether the sexual behaviour involves physical contact (e.g. kissing, sexual intercourse) or is 'non-contact' in nature (e.g. making sexually suggestive comments or sharing sexually suggestive material);
- touch a student in a manner that could be interpreted by a reasonable person as being inappropriate or unnecessary, or that the student indicates is unwelcome;
- develop 'special' relationships with students that could be interpreted as favouritism (e.g. giving an individual student gifts or special treatment);
- communicate online with a student in an inappropriate manner or in breach of the School's policies on electronic communication;
- use language that is inappropriate, aggressive, offensive, discriminatory, abusive or may cause serious psychological harm to a student;



- engage in bullying, harassment, discrimination or any other form of unlawful behaviour;
- behave in a physically aggressive or violent manner towards, or in the presence of, a student;
- use any form of corporal punishment to discipline or control a student;
- possess or be under the influence of alcohol or illicit drugs when working with students;
- disrespect or invade the privacy of students;
- engage in undisclosed private meetings with a student (unless the student is the individual's child);
- engage in activities with a student (who is not the individual's child) outside of school hours and without permission from the student's parent/guardian; and
- use personal devices to take photos, videos or recordings of a student unless this has been approved by the Principal.

Breach of Code of Conduct

Where a staff member breaches this Code of Conduct, Trinity Grammar School may take disciplinary action that may include (depending on the severity of the breach):

- remedial education;
- counselling;
- increased supervision;
- the restriction of duties;
- notifying the Victorian Institute of Teaching; and/or
- in the case of serious breaches, notification to the relevant child protection authority, suspension or termination of employment or termination of contract of engagement.

Where a member of the school community (other than a staff member) breaches this Code of Conduct, Trinity Grammar School may take action that may include (depending on the severity of the breach):

- removal of the person from the school premises and refusal of the person to re-enter the premises for any reason;
- cessation of engagement and removal of a contractor from the school premises and not allowing the contractor to be re-engaged to undertake work;
- breach consequences as stated in the Parent Code of Conduct and Volunteers Code of Conduct;
- consequences for parents/ carers as stated in the Conditions of Enrolment
- in the case of serious breaches, notification to the relevant child protection authority or Victoria Police.



Related Policies

This Child Safety Code of Conduct should be read and understood in conjunction with the:

- Child Safety Policy
- Staff and Student Professional Boundaries Policy
- Staff Code of Conduct
- Child Safety Code of Conduct – Boarding House Staff
- Policy and Procedures for Responding to and Reporting Child Abuse
- Parent Code of Conduct
- Conditions of Enrolment

Communication

This Child Safety Code of Conduct is made available to staff on Policy Connect. It is also published on the School website.