Child Safety Code of Conduct

Policy Audience: Whole School Community

1.0 Purpose

This Child Safety Code of Conduct (Code) outlines appropriate standards of behaviour for all adults in the Kilvington Grammar School (the School) environment towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and to promote child safety in the School environment.

It is the School's policy that any breach of this Code is a child safety incident that must be reported internally and, if required, must be reported to the relevant external authority.

We also have 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 Kilvington Grammar School.

2.0 Scope

This Code, which should be read with the School's Child Safety and Wellbeing Policy and the definitions in that policy, applies to:
- all staff members, including teaching, non-teaching permanent and temporary or casual staff;
- the School's Board;
- Volunteers;
- Parents/guardians/carers and other adult family members of Students;
- Third Party Contractors;
- External Education Providers;
- Tertiary students on placement at the School;
- visitors.

This Code applies to all physical and online School environments used by students. It applies during or outside of school hours and in other locations provided by the School for student 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.

3.0 Code of Conduct

This Code outlines acceptable behaviours as well as those behaviours that are unacceptable and are not permitted. For more details regarding professional boundaries between Staff and Students, refer to the School's Staff and Student Professional Boundaries Policy.

The Child Safety Code of Conduct is a public document and can be accessed via the School's website. The Code is reviewed annually and approved by the Board.

3.1 Acceptable Behaviours

All members of the Kilvington Grammar School community must:
- Call the Police on Triple Zero (000) if they have immediate concerns for a Student's safety.
- Report any breaches of this Child Safety Code of Conduct to the Principal or one of the School's Child Safety Officers listed in the Child Safety and Wellbeing Policy.
- If child abuse is suspected, or where an allegation of child abuse or other child safety concern is made, report this to the Principal or one of the School's Child Safety Officers and ensure that the Student(s) are safe and protected from harm as quickly as possible.

- Listen and respond to the views and concerns of Students, particularly if they disclose that they or another Student has been abused or are worried about their safety or the safety of another Student.
- Understand and comply with all reporting and disclosure obligations (including mandatory reporting) in line with the School's procedures for;
- PROTECT Four Critical Actions Managing Child Safety Incidents or Concerns (including Child Safe Complaints); and
- PROTECT Four Critical Actions Responding to and Reporting Child Safety Incidents or Concerns (including Mandatory Reporting).
- Respect the privacy of Students and their families and only disclose information to people who have a need to know.
- Comply with all relevant Australian and Victorian legislation and the School's Child Safety and Wellbeing Policy, this Code and other policies, procedures and guidelines published by the School (as amended from time to time) with respect to child safety and wellbeing.
- Uphold Kilvington Grammar School's Statement of Commitment to Child Safety as set out in the Child Safety and Wellbeing Policy at all times.
- Only interact with Students online using School technology platforms for educational or pastoral purposes or for the organisation of co-curricular events and in accordance with the School's Internet and Email Usage Policy, which is published on KCEE.
- Treat Students and their families in our school community with respect.
- Promote the cultural safety, participation and empowerment of:
  o Aboriginal students
  o students with culturally and/or linguistically diverse backgrounds
  o students with a disability
  o international students
  o students who are unable to live at home
  o lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students; and
  o students who are impacted by other vulnerabilities.
- Intervene appropriately and in accordance with the School's policies and procedures when Students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Ensure, as far as practicable, that adults are not alone with a Student – one-to-one interactions between an adult and a Student are to be in an open space or in line of sight of another adult.
- Immediately notify the School if they become the subject of any investigation in relation to their conduct towards children, charged with any offence related to children or family violence, or are named as a respondent in a family violence or personal safety intervention order.

3.2 Unacceptable Behaviours

All members of the School community must not:
- Condone or engage in any form of child abuse or harm towards any Student. This includes physical violence, sexual abuse, emotional or psychological abuse, grooming, neglect or sexual misconduct.
- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm to a Student.
- Discourage any person from reporting a complaint or concern of child abuse or risk of harm to a child, young person or Student.
- Be alone with a Student when there is no professional reason for doing so.
- Display behaviours or engage with students in ways that are not justified by the educational or professional context.
- Condone or engage in any form of sexual conduct with a child, young person or Student including making sexually suggestive comments and sharing sexually suggestive material both in person and online.

- Discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance.
- Ignore an adult's overly familiar or inappropriate behaviour towards a Student.
- Engage in any form of behaviour that has the potential to cause serious physical, emotional or psychological harm to a Student.
- Use physical means or corporal punishment to discipline or control a Student.
- Use prejudicial, oppressive or inappropriate behaviour or language towards or in connection with a Student.
- Treat a Student unfavourably because of their protected attribute. This includes, but is not limited to, their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- Engage in any behaviour with Students that could be seen as favouritism. This includes, but is not limited to, developing 'special' relationships with students, offering gifts, giving unnecessary or unsuitable attention.
- Breach the School's Internet and Email Usage Policy.
- Become 'friends' with, connect with, follow or add any Students on any social media platform except where the Student is a family member.
- Communicate directly with a Student through personal or private contact channels (including by telephone, social media, email, instant messaging, texting) except where the Student is a family member or when approval has been granted from the Principal.
- Photograph, record, take screenshots or video a Student or publish (including online) images, recordings or videos of a Student unless authorised by the School, where required for duty of care purposes, or where the Student is a family member.
- Upload online any information about a Student that may identify them. This information includes, but is not limited to, their full name, age, email address, telephone number, residential address, School, details of a club or group they attend, which is contrary to the School's Privacy Policy.
- Work with Students while under the influence of alcohol or illicit drugs, supply any Student with drugs or alcohol, or consume alcohol against school policy or take illicit drugs in the school environment or at school events.
- Have contact with a Student or their family outside of School except where the Student is a family member or have consent from the Principal. This includes, but is not limited to, unauthorised after-hours tutoring, private instrumental or other lessons or sport coaching. This does not include accidental contact, for example seeing a Student and/or their family in the street, shopping centre, on public transport.
- Transport a Student who is not a family member on their own by private vehicle unless another adult is present or there are multiple students present. Unless the Student is a family member, all instances require permission from the Principal or relevant Head of School and permission must be sought and granted from and by parents/guardians/carers via email.
- Engage in babysitting, mentoring or tutoring a Student who is not a family member out of work hours or without approval from the Principal.

3.3 Agreement to the Child Safety Code of Conduct

A copy of this Child Safety Code of Conduct is provided to all members of the Board, staff, relevant volunteers and contractors at induction, or otherwise prior to them commencing work at the School. It is also communicated on the School's intranet and public website.

All staff, volunteers and contractors must acknowledge that they have read and will adhere to this Child Safety Code of Conduct prior to commencing paid or unpaid work at the School.

This Code forms part of the contract between the School and Direct Contact and Regular Contractors. Consequently, these Contractors are deemed to have agreed to adhere to this Code prior to commencing work at the School.

3.4 Breaches of the Child Safety Code of Conduct

All School staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary actions in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

These disciplinary actions may result in a range of measures (depending on the severity of the breach), including:

- corrective 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.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training [or other governing authority], Procedures for Managing Child Safety Incidents or Concerns (including Child Safe Complaints) and/or Procedures for Responding to and Reporting Child Safety Incidents or Concerns (including Mandatory Reporting) and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the School's Child Safety Code of Conduct must be reported to the Principal.

If the breach or suspected breach relates to the Principal, contact the Deputy Principal.

3.5 Reporting Concerns

If you are concerned that a child is in immediate danger, contact Victoria Police on Triple Zero (000).

Any breach of this Code is a child safety incident. Therefore, any person who is included in the scope of this Code who witnesses or suspects any breach of this Code of Conduct must report their concern internally and, if required, externally.

Any person who, in good faith, makes an internal report alleging a breach of this Code will be protected from victimisation or other adverse consequences.

The School's procedures for Managing Child Safety Incidents or Concerns (including Child Safe Complaints) and for Responding to and Reporting Child Safety Incidents or Concerns (including Mandatory Reporting) provide information on how to identify key indicators of child abuse or other harm and how to report child abuse incidents, disclosures or suspicions internally.

We also outline detailed procedures with respect to the reporting of child abuse incidents, disclosures or suspicions to relevant authorities on our Responding to an Incident, Disclosure or Suspicion of Child Abuse Form.

Students are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns at the School, including breaches of this Code.

Parents/carers, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the School may be subject to abuse or other harm can contact any of the Child Safety Officers listed in the Child Safety and Wellbeing Policy. Included in this list are the Head of Junior School and the Head of Senior School. Parents/carers, family members and other community members can contact:

- the Head of Junior School, by telephoning 03 9578 6231 or emailing hojs@kilvington.vic.edu.au
- the Head of Senior School by telephoning 03 9578 6231 or emailing hoss@kilvington.vic.edu.au
- if the concern relates to the Head of Junior and/or the Head of Senior School, the Deputy Principal by telephoning 03 9578 6231 or emailing deputy_principal@kilvington.vic.edu.au.

Any person can also contact the School's Child Safe Champion by telephoning 03 9578 6231 or emailing director_of_business@kilvington.vic.edu.au if they have concerns regarding the School's leadership in relation to child safety.

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

4.0 Related documents

- Anti-Bullying and Harassment Policy
- Child Safety and Wellbeing Policy
- Complaints Resolution Policy
- Kilvington Grammar School Child Safety Incident Report Form
- Kilvington Grammar School Student Sexual Offending Form
- Procedures for Responding to and Reporting Child Safety Incidents or Concerns (including Mandatory Reporting)
- Procedures for Managing Child Safety Incidents or Concerns, including Child Safe Complaints at or Involving the School or its Staff, Volunteers or Contractor
- Staff and Student Professional Boundaries Policy
- VIT Code of Conduct.
- Staff and Student Professional Boundaries Policy.

5.0 Evaluation

Policy last reviewed: April 2023
Approval: The Board
Review cycle: 2 years