



MENTONE GIRLS'  
GRAMMAR

# OUR CHILD SAFE CODE OF CONDUCT

## Effective

Version 7 | March 2021

## 1. INTRODUCTION

This Child Safety Code of Conduct is particular to the requirements of the Victorian Child Safe Standards. It lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour, and acceptable and unacceptable conduct. For more detailed guidance regarding Staff and Student professional boundaries refer to the ***Mentone Girls' Grammar Staff and Student Professional Boundaries policy***.

The Child Safe Code of Conduct forms part of the contract between the School, staff any direct contact contractors. Therefore, all staff and direct contact contractors are deemed to have agreed to adhere to the Child Safe Code of Conduct upon signing their contract or upon commencing work at the School.

This Code is endorsed by the School Council and is made available to the School Community via m-Connect. Contractors, third party service providers and volunteers involved with child related work at the School are made aware of this code through the School's ***Keeping our Students Safe booklet***, which they are required to read and comply with.

## 2. SCOPE

This Code applies to all adults (18 years and over) when:

- working with or supervising children at the School
- on school related activities off campus and
- when using digital technology and social media to interact with students.

This includes volunteers, staff, contractors, third party service providers, visitors, Council Members and Parent's Association Committee members and applies to all school employees, contractors, volunteers, and any other members of the school community.

## 3. AIM AND PURPOSE

The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the Mentone Girls' Grammar School environment.

It provides guidance on how to best support students and how to avoid or better manage difficult situations. It is intended to complement child protection legislation, school policies and procedures and professional standards, codes, or ethics as these apply to staff and other personnel.

## 4. EXPECTED BEHAVIOURS

Mentone Girls' Grammar School has the following expectations for all adults working with or supervising students within our School community.

This list is not exhaustive, and all adults will be bound by all School policies and additional relevant professional codes and ethics when working with or supervising students.

#### 4.4.1 Acceptable

- Behave as a positive role model to students.
- Promote the safety, welfare, and wellbeing of students.
- Be vigilant and proactive regarding student safety and child protection issues.
- Provide age-appropriate supervision for students.
- Comply with guidelines published by the School with respect to child protection and safety.
- Treat all students and families in the School Community with respect both within the School environment and outside it.
- Promote the safety, participation, and empowerment of students with a disability.
- Promote the cultural safety, participation, and empowerment of linguistically and culturally diverse 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 Protection Officers and ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse 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.

#### 4.4.2 Unacceptable

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Use prejudice, oppressive behaviour, or 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, sharing sexually suggestive material or grooming.
- 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 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 favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student that is not your own child.
- Engage in meetings with a child that is not your own, outside of school hours and without permission from the School and the child's parent.
- 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 online any information about a student that may identify them such as their: full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed child abuse.
- consume alcohol contrary to school policy or take illicit drugs under any circumstances in the school environment or at other school events where students are present,
- share or provide illicit drugs or alcohol to students on and off campus.

## 5. OTHER PROFESSIONAL CODES

Certain staff members, volunteers, visitors, and contractors at the School may have additional professional or occupational codes of conduct that regulate their profession or occupation. These codes of conduct must also be complied with. This Code is intended to be complementary to other professional or occupational codes of conduct.

If there is a conflict between these codes and the Child Safe Code of Conduct in a particular matter, the individual must seek advice from their professional or occupational regulatory body and/or a Child Protection Officer and must advise the School's Principal of their proposed course of action.

## 6. BREACH CONSEQUENCES

All adults who breach the Child Safe 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 or
- in the case of serious breaches, termination of employment, contract, or engagement.

Where any other member of the School community breaches any obligation, duty or responsibility within the Child Safe Code of Conduct, Mentone Girls' Grammar School will take appropriate action.

## 7. DOCUMENT MANAGEMENT

**Next Review:** March 2023