

## CHILD SAFETY CODE OF CONDUCT

### CODE OF CONDUCT FOR BOARD MEMBERS, EMPLOYEES, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE

#### 1. COMMENCEMENT, VARIATION AND COMMUNICATION

- 1.1. This policy commences operation in July 2022 and replaces all previous Child Safety Code of Conduct for board members, employees, volunteers and contractors working with children and young people of the School. This policy is subject to variation by Tintern Grammar from time to time.
- 1.2. The school will consult the school community (staff, students, Tintern Grammar Board, families, and volunteers) prior to each cyclical review of this Code of Conduct. Any amendment to this policy will be communicated to all employees, students, and families.

#### 2. PURPOSE

- 2.1 Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.
- 2.2 All Board Members, Staff, Volunteers, Contractors, Service Providers, Home-stay Provider Companies, Home-stay Host Families and any other adult involved in child-connected work at Tintern Grammar must follow the Child Safety Code of Conduct and are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.
- 2.3 The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, school camp).
- 2.4 Teaching staff must also follow the VIT Victorian Teachers Profession Code of Conduct.

#### 3. ACCEPTABLE BEHAVIOURS

- 3.1 **All staff, volunteers, contractors, and any other member of our school community involved in child-connected work are responsible for supporting and promoting the safety, participation, wellbeing, and empowerment of children by:**
  - a. adhering to the Tintern Grammar Child Safety and Wellbeing Policy at all times
  - b. taking all reasonable steps to protect children from abuse
  - c. treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
  - d. listening and responding to the views and concerns of students, particularly if they are telling you that they or another child have been abused and/or are worried about their safety or the safety of another child or student
  - e. promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQA+) students

- f. ensuring, as far as practicable, that adults are not left alone with a student. One-to-one interactions between an adult and a student are to be in an open space or in the line of sight of another adult
- g. reporting any allegations of child abuse or other child safety concerns to Tintern Grammar's nominated Child Safety Offices – Vice Principal and Assistant Principal or to Child Safety Champions who are the Director of Student Welfare Services and the Chaplain. Or you can report to a member of the Executive Team.
- h. understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our Obligation to Report Child Abuse Policy, Procedure for Responding and Reporting Incident of Abuse (or suspected abuse) document, and the [\*PROTECT Four Critical Actions\*](#).
- i. if child abuse is suspected, ensure as quickly as possible that the student(s) are safe and protected from harm.
- j. encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

#### 4. UNACCEPTABLE BEHAVIOURS

4.1 As Tintern Grammar staff, volunteers, contractors, and member of our school community involved in child-connected work we must not:

- a. ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- b. develop a relationship with children that could be seen as favouritism or amount to 'grooming' behaviour (for example, the offering of gifts or special treatment for specific children)
- c. display behaviours or engage with students in ways that are not justified by the educational or professional context
- d. ignore an adult's overly familiar or inappropriate behaviour towards a student
- e. discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- f. exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Please note: Sitting on laps could be appropriate sometimes, for example while reading a storybook to a small child in an open plan area)
- g. put children at risk of abuse (for example, by locking doors while a child is in the room unsupervised)
- h. do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- i. engage in open discussions of a mature or adult nature in the presence of children (for example regarding the adult's personal social activities)
- j. use inappropriate language in the presence of children
- k. express personal views on cultures, race or sexuality in the presence of children
- l. treat a child or student unfavourably because of their culture, race, ethnicity, age, gender, sexuality, vulnerability or disability
- m. communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- n. with the exception of situations where there are pre-existing family friendship groups

OR where a staff member may be related to a school family, have contact with a child or their family outside of our organisation without a Tintern Grammar Child Safety Officer's knowledge and/or consent. For example, babysitting is a problematic issue and is generally unacceptable, but may be acceptable in some situations - such as, where families are related. Child safety/wellbeing and sound judgement are the guiding factors in such matters, and advice can be sought from a Child Safety Officer. Please note: accidental contact, such as seeing a school family in the street, or at a shopping centre or sporting event etc. is not inappropriate and does not require a Child Safety Officer to be contacted

- o. have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.
- p. consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- q. shame or humiliate children
- r. photograph or video a child or student in a school environment except in accordance with the Photograph and Video Policy or where required for duty of care purposes

## 5. BREACHES TO THE CHILD SAFETY CODE OF CONDUCT

5.1 All Tintern Grammar 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 procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

5.2 In instances where a reportable allegation has been made, the matter will be managed in accordance with the Reportable Conduct Policy and may be subject to referral to Victoria Police.

5.3 All breaches and suspected breaches of the Tintern Grammar Child Safety Code of Conduct must be reported to the Principal or Chair of the Board [principal@tintern.vic.edu.au](mailto:principal@tintern.vic.edu.au) or [board@tintern.vic.edu.au](mailto:board@tintern.vic.edu.au)

If the breach or suspected breach relates to the Principal, contact the Human Resources Manager [humanresources@tintern.vic.edu.au](mailto:humanresources@tintern.vic.edu.au)

## 6. FURTHER INFORMATION AND RESOURCES

- Tintern Grammar Child Safety Policy
- Tintern Grammar Mandatory Reporting Policy
- Tintern Grammar Parent and Community Code of Conduct
- Tintern Grammar Code of Conduct - Staff
- Tintern Grammar Child Safe - Procedure for Responding and Reporting Abuse, Incident Report Form & 4 Critical Actions Document
- Tintern Grammar Obligation to Report Child Abuse Policy
- Tintern Grammar Photography and Video Policy
- VIT Victorian Teachers Profession Code of Conduct

## 7. APPROVAL

7.1 Policy Approved By: Tintern Grammar Board

- 7.2 Approved Date: July 2022
- 7.3 Reviewer: Vice Principal
- 7.4 Review Cycle: 1 year
- 7.5 Version: 2.0
- 7.6 Revision Date: July 2023
- 7.7 Consultation Date July 2024

**8. ACKNOWLEDGEMENT**

- 8.1 The acknowledgement below is to be completed by Board members, employees, volunteers and contractors working with children and young people.
- 8.2 By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Tintern Grammar’s nominated Child Safety Officers or a Member of the Executive Team.

**If you believe a child is at immediate risk of abuse phone 000.**

I agree to adhere to this Code of Conduct:

Name: .....

Position/Role: .....

Signature: .....

Date: .....