



Child Safety Code of Conduct

Drafted by	Risk and Compliance Officer	Date of Last Review	December 2019
Responsibility	Heads of School; Principal	For Distribution	Students, Staff and Parents

Source of Obligation

Ministerial Order 870 - Child Safe Standards – Managing the Risk of Child Abuse in Schools.

Rationale

A Child Safety Code of Conduct 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 relationships. For further guidance refer to the School's **Staff and Student Professional Boundaries Policy**.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children. When everyone is educated about the Code of Conduct and the reasons it is so important to uphold, the School environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safety Code of Conduct helps to protect children from harm.

Child Safety Code of Conduct

The Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur and promote child safety in the school environment both on campus and in other locations (including camps). It provides guidance on how to best support students and how to avoid or better manage difficult situations.

The Child Safety Code of Conduct applies to:

- All staff members, including non-teaching staff and temporary or casual staff;
- Volunteers;
- Students;
- Parents and guardians;
- Homestay families;
- Third Party Contractors and service providers (including External Education Providers);
- Directors of the Board;

DISCLAIMER: WGS policies and procedures are regularly undergoing review and revision. Please contact the Associate Principal if further clarification or information is required.



- Teaching students on placement at the School; and
- Visitors.

Westbourne Grammar School has the following expectations of behaviours and boundaries for all adults interacting with students within our School community. This includes all teaching staff, non-teaching staff, homestay families, volunteers (direct and indirect), contractors, external providers and parents/guardians.

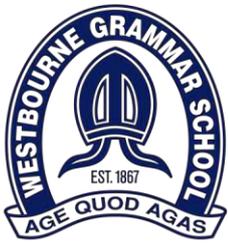
DO:

- 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 child protection issues.
- Provide age appropriate supervision for students.
- Comply with guidelines published by the School with respect to child protection.
- Treat all students with respect.
- 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 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 bullying/harassment towards others or acting in a humiliating or vilifying way.
- Report concerns about child safety to one of the School's Child Safety 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.
- Ensure visibility when meeting with students one on one.

DO NOT:

- Engage in any form of inappropriate behavior towards students or expose students to such behavior.
- Use prejudice, oppressive behavior or inappropriate language with students.
- Discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open personal discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive

DISCLAIMER: WGS policies and procedures are regularly undergoing review and revision. Please contact the Associate Principal if further clarification or information is required.



comments and sharing sexually suggestive material.

- Engage in inappropriate or unnecessary physical conduct or behaviors 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 unnecessary physical means or corporal punishment to discipline or control a student.
- Engage in any form of inappropriate behavior that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special' relationships with students that could be seen as favoritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student.
- 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 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 (excludes official school publications).
- Ignore or disregard any suspected or disclosed child abuse.
- Share the same accommodation (room) with students.

Our Child Protection Program includes a **Staff and Student Professional Boundaries Policy** that provides detailed guidance for all staff and volunteers (direct and indirect) on how to maintain professional boundaries between students and adults at Westbourne Grammar School.

Reporting Concerns

Any concerns relating to suspected or known child abuse, or child welfare must be reported to the School's Child Safety Officers and in accordance with Mandatory Reporting obligations. All staff must familiarise themselves of Mandatory Reporting obligations set out in our *Mandatory Reporting Policy*.

Whenever there are concerns that a child is in immediate danger, the Police should be notified, PH: 000.

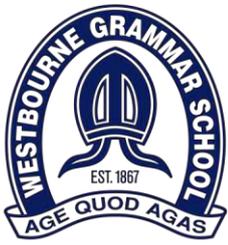
Child Safety Officers

The School has appointed Heads of School, Deputy Heads of School and Heads of Campus as the School's Child Safety Officers.

Truganina Campus PH: (03) 9731 9444

Williamstown Campus PH: (03) 9731 9555

DISCLAIMER: WGS policies and procedures are regularly undergoing review and revision. Please contact the Associate Principal if further clarification or information is required.



Implementation

This policy will be implemented through a combination of:

- Effective communication of the School's Child Safe Program;
- Staff training;
- Effective child protection incident reporting procedures;
- Effective records management procedures; and
- Initiation of corrective actions where required.

Breach of Policy

The School will consider each breach of this policy in the context in which it has occurred and will determine the relevant severity of the breach. A serious breach may result in disciplinary action, up to and including termination of employment.