



Child Safety Code of Conduct			
<b>Drafted By</b>	Risk & Compliance Officer	<b>Date of Last Review</b>	January 2023
<b>Responsibility</b>	School Executive Principal School Board	<b>For Distribution</b>	Staff, Students and Parents

### Source of Obligation

Ministerial Order 1359 - Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding School Premises.

### 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

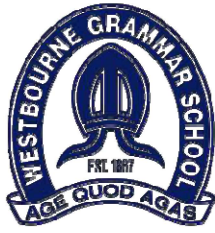
The Child Safety Code of Conduct has been endorsed by the Westbourne Grammar School Board and outlines appropriate standards of behaviour for all adults towards students. It serves to protect students, reduce any opportunities for abuse or harm to occur and promote child safety in the school environment 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.

***It is the school's policy that any breach of the Child Safety Code of Conduct is a child safety incident that must be reported internally. Any breach that meets the threshold for external reporting must also be reported to the relevant external authority.***

The Child Safety Code of Conduct applies to all adults in the school community, including:

- Board of Directors

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- the Principal and the School Executive Team
- all staff members, including non-teaching staff and temporary or casual staff
- all Volunteers
- parents/carers and other adult family members of students
- Homestay Hosts and other adult family members
- third-party Contractors and service providers (including External Education Providers)
- teaching students on placement at the school
- Visitors.

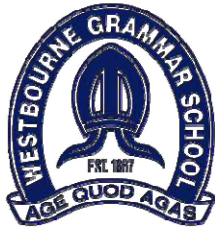
The Child Safety Code of Conduct applies in all school environments which include physical, virtual and online places used during or outside school hours:

- a campus of the school
- online or virtual school environments made available or authorised by Westbourne Grammar School Board of Directors (or the Principal on its behalf) for use by a student (including email, intranet systems, software applications, collaboration tools and online services)
- other locations provided by the school or through a third-party provider for a student to use, including but not limited to:
  - camps
  - approved homestay accommodation
  - delivery of education and training such as registered training organisations, non-school senior secondary providers, another school
  - sporting events, excursions, competitions and other events.

Certain staff members, Volunteers and Contractors at the school may have other professional or occupational codes of conduct that regulate their profession or occupation. These codes of conduct must be complied with.

In the event that the staff member, Volunteer or Contractor considers that there is a conflict between their professional or occupational code of conduct and the Child Safety Code of Conduct in a particular matter, the relevant staff member, Volunteer or Contractor must seek advice from their professional or occupational regulatory body and/or a Child Safety Officer and must advise the Principal of their proposed course of action.

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### **The Child Safety Code of Conduct**

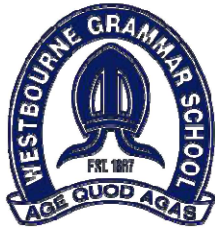
Westbourne Grammar School has the following expectations of behaviours and boundaries for all adults interacting with students within our school community. This includes all teaching staff, non-teaching staff, homestay families, volunteers, contractors, external providers and parents/carers.

Each member of the school community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour:

#### **DO:**

- Uphold and act in accordance with the school's child safe policies at all times.
- Comply with applicable guidelines published by the school with respect to child safety, such as the *Staff and Student Professional Boundaries Policy*.
- 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 wellbeing, including child protection issues.
- Provide age-appropriate supervision for students.
- Treat all students with respect.
- Promote the safety, participation and empowerment of students with disability.
- Promote the cultural safety, participation and empowerment of linguistically and/or culturally diverse students and Aboriginal and Torres Strait Islander 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 Safety Code of Conduct.
- Report concerns about child safety to one of the school's Child Safety Officers and ensure that your legal obligations to report child abuse or other harm externally are met.
- Where an allegation of child abuse or other harm 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.

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**DO NOT:**

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Engage in prejudicial or oppressive behaviour or use 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 and sharing sexually suggestive material.
- 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 (other than as expressly outlined in our *Restrictive Intervention Policy*) or corporal punishment to discipline or control a student.
- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of
- gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student who is not your own child.
- Engage in activities with a student who is not your own child, outside of school hours and without permission from the student's parent/carer.
- 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 identifying information about a student online unless it is necessary for the school's activities, or you have consent from the student and/or their parents/carers. Identifying information includes things such as the student's: full name; age; e-mail address; telephone number; residence; school; or details of a club or group that they may attend.
- Ignore or disregard any suspected or disclosed child abuse or other harm.
- Share the same accommodation bedroom with students.

**Agreement to the Child Safety Code of Conduct**

The school provides a copy of the Child Safety Code of Conduct to all staff, volunteers and contractors at induction, or otherwise prior to them commencing work at the school. The school also communicates it via refresher training at regular intervals for all staff.

All staff must agree to adhere to the Child Safety Code of Conduct prior to commencing work at Westbourne Grammar School.

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The Child Safety Code of Conduct forms part of the contract between the school and any Direct Contact and Regular Contractors. Therefore, all Direct Contact and Regular Contractors are deemed to have agreed to adhere to the Child Safety Code of Conduct on signing the contract or via the Contractor Induction Module on commencing work at the school.

A copy of the Child Safety Code of Conduct is provided to parents/carers upon confirmation of enrolment, who must agree to abide by the Child Safety Code of Conduct on enrolment.

### **Consequences for Breaching the Child Safety Code of Conduct**

Staff, including the School Executive Team and Principal, Volunteers and Contractors who breach this 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
- 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 our Child Safety Code of Conduct, Westbourne Grammar School will take appropriate action<sup>3</sup>

### **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.

#### Staff

It is the school's policy that any breach of the Child Safety Code of Conduct is a child safety incident. Therefore, all staff, volunteers, and Direct Contact and Regular Contractors who witness, or suspect any breach of this Code of Conduct must report their concern internally and, if required, also externally.

Staff who, in good faith, make an internal report alleging a breach of the Child Safety Code of Conduct will be protected from victimisation or other adverse consequences.

#### Students

The school provides students with information about and encourages them to use multiple pathways to raise child safety incidents or concerns, including breaches of the Child Safety Code of Conduct.

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These include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

Parents/Carers, Family Members or Other Community Members

Parents/carers, family members or other community members who witness or suspect that there has been a breach of this Code of Conduct, or have concerns that a child or young person associated with the school may be subject to abuse or harm from a member of Staff, a Volunteer, or a Contractor, should contact:

- the school's Child Safety Officer by phoning relevant school campus reception or emailing applicable Child Safety Officer directly; or
- the Principal; or
- if the concern relates to the Principal, the Chair of the School Board.

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

***Whenever there are concerns that a child is in immediate danger, the Police should be contacted on ph: 000.***

**Westbourne Grammar School Child Safety Officers**

Truganina Campus PH: (03) 9731 9444

Williamstown Campus PH: (03) 9731 9555

<b>Senior School Campus</b>	<b>Junior School Campus</b>
Ms Ahuja, Head of Senior School e: <a href="mailto:Ahuja.amrita@westbourne.vic.edu.au">Ahuja.amrita@westbourne.vic.edu.au</a>	Ms Elliott, Head of Junior School e: <a href="mailto:Elliott.andrea@westbourne.vic.edu.au">Elliott.andrea@westbourne.vic.edu.au</a>
Mr Rose, Deputy Head of Senior School e: <a href="mailto:Rose.paul@westbourne.vic.edu.au">Rose.paul@westbourne.vic.edu.au</a>	Ms Watters, Deputy Head of Junior School e: <a href="mailto:watters.emma@westbourne.vic.edu.au">watters.emma@westbourne.vic.edu.au</a>
Ms Jenkins, Yrs 10 -12 Year Level Director e: <a href="mailto:Jenkins.sandra@westbourne.vic.edu.au">Jenkins.sandra@westbourne.vic.edu.au</a>	Ms Woodall, Head of Verdon Campus, Yrs 3 -6 e: <a href="mailto:watters.emma@westbourne.vic.edu.au">watters.emma@westbourne.vic.edu.au</a>
Mr Power, Director of Year 9 e: <a href="mailto:power.barry@westbourne.vic.edu.au">power.barry@westbourne.vic.edu.au</a>	Ms Turczyniak, Head of Winjeel Campus, Prep – Yr 2 e: <a href="mailto:Turczyniak.tanya@westbourne.vic.edu.au">Turczyniak.tanya@westbourne.vic.edu.au</a>
Mrs Gauci, Yrs 7 – 8 Year Level Director e: <a href="mailto:Gauci.helen@westbourne.vic.edu.au">Gauci.helen@westbourne.vic.edu.au</a>	Mr Chrisanthou, Head of Williamstown Campus, Prep – Yr 4 e: <a href="mailto:Chrisanthou.mario@westbourne.vic.edu.au">Chrisanthou.mario@westbourne.vic.edu.au</a>
<b>Westbourne Sports and Aquatic Centre</b>	
Mr O'Dwyer, WSAC Facilities Manager e: <a href="mailto:odwyer.kieran@westbourne.vic.edu.au">odwyer.kieran@westbourne.vic.edu.au</a>	

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### **Implementation**

This policy will be implemented through a combination of:

- Effective communication of the school's Child Safe Program.
- Effective child protection incident reporting procedures.
- Effective records management procedures.
- 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.

### **Related Policies:**

- Child Safety and Wellbeing Policy
- Complaints Management Policy
- Disability Discrimination Policy
- Gender Identity Policy
- LGBTIQ+ Inclusion Policy
- Mandatory Reporting Policy
- Procedures for Responding to and Reporting Suspected Allegations of Child Abuse
- Reportable Conduct Policy
- Restrictive Intervention Policy
- Staff and Student Professional Boundaries Policy
- Student Duty of Care Policy
- Student Wellbeing Policy

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