



Child Safe Code of Conduct

A Child Safe Code of Conduct lists various behaviours that are acceptable and unacceptable. It provides a high level statement of professional boundaries and appropriate standards of behaviour for all adults towards children and young people in our schools.

This Code of Conduct serves to protect students, reduce any opportunities for harm to occur, and promote CSV's commitment to Child Safety.

If you need to help to understand this Code of Conduct please contact reception at any CSV School or see the link to translated resources, available on our websites.

To ensure that everyone is supported to embed the Code of Conduct into their daily behaviours, and for the course of their involvement/engagement with CSV, we:

- Ensure staff, contractors and volunteers are aware of the Code of Conduct and how it applied to them.
- Embed the Code of Conduct into all new staff contracts.
- Reference the Code of Conduct in job advertisements.
- Raise awareness of the Code of Conduct by:
 - Discussing it at Staff Meetings.
 - Making it available on the School's websites.
 - Communicating about it through School communications.
- Inform parents, carers and other people associated with the School of expected behaviours.

Scope

This Code applies to:

- All CSV staff including temporary or casual staff.
- Volunteers.
- Students.
- Parents and Carers.
- Third party contractors and service providers; and
- CSV Board Members.

This Code applies across all school environments, during and outside school hours and within and outside the physical school environment, including online.

CSV has the following expectations of behaviours and boundaries for all adults interacting with students within our School community. The behaviours and boundaries listed are not exhaustive and where there is uncertainty about whether an action is appropriate guidance should be sought promptly, and before acting, from the Principal.

CSV LTD

ABN 93 061 557 364

Balcombe Grammar School

389 Nepean Highway
Mount Martha, Victoria 3934
Ph. (03) 5970 1100
www.balcombegrammar.vic.edu.au

Casey Grammar School

3 New Holland Drive
Cranbourne East, Victoria 3977
Ph. (03) 5991 0800
www.caseygrammar.vic.edu.au

Clyde Grammar

110 Smiths Lane
Clyde North, Victoria 3978
Ph. (03) 8903 4500
www.clydegrammar.vic.edu.au

Acceptable Behaviours

Adults interacting with students within our School community must:

- Model appropriate Child Safe behaviour.
- Promote the safety, welfare and wellbeing of all students.
- Upholding CSV's commitment to child safety at all times, adhering to all Child Safe policies.
- Treat students and families in our school community with respect.
- Be vigilant and proactive with regard to Child Safety issues.
- Listen and respond to the view and concerns of students, particularly where there is a Child Safety disclosure.
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, student who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTQIA+) students.
- Promptly report any allegations of child abuse or other child safety concerns.
- Understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our Child Safety policies and procedures, including following the Four Critical Actions for Schools.
- Where child abuse is suspected, or an allegation of child abuse is made, ensure as quickly as possible that the student(s) is/are safe and protected from harm.
- Report any breaches of this Child Safe Code of Conduct.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

Unacceptable Behaviours

Adults interacting with students within our School community must not:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Use prejudice, oppressive behaviour or inappropriate language with students.
- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in inappropriate or unnecessary physical conduct or behaviour including doing things of a personal nature that the student can do for themselves, such as toileting or changing clothes.
- Express non-inclusive personal views on cultures, race or sexuality in the presence of students.
- Develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts).

- Display behaviours or engage with students in ways that are not justified by the educational or professional context.
- Ignore an adult's overly familiar or inappropriate behaviour towards a student.
- Treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- 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 reasonably necessary in all the circumstances.
- Take or publish (including online) photos, movies or recordings of a student without parent/carer consent.
- Post online any information about a student that may identify them such as their: full name; age; email address; telephone number; residence; school; or details of a club or group they may attend.
- Consume drugs or alcohol against school policy in the school environment or at school events where students are present.
- 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.

Agreement to the Child Safe Code of Conduct

A copy of this Child Safety Code of Conduct is contained in all new staff contracts, communicated at induction and refresher training at regular intervals.

All volunteers and contractors are required to read and acknowledge the CSV Child Safe Code of Conduct prior to commencing works.

Consequences for Breach of the Child Safety Code of Conduct

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

All breaches and suspected breaches of the Code of Conduct must be reported to the relevant Principal or the Executive Director Corporate Services, as appropriate.

If the breach or suspected breach related to the Principal or the Executive Director Corporate Services, it must be reported to the CSV Board Chair at chair@csv.vic.edu.au.

Report any Concerns

Detailed reporting procedures are available in the relevant School's Child Safety & Wellbeing Policy available on the school's website.

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 000.

Related Policies & Documents

Child Safety & Wellbeing Policy.

Child Safe Dictionary.

Staff and Student Professional Boundaries Policy (Internal Document).

Review

This policy is to be reviewed and approved every 2 years, as a minimum.

Last approved July 2024.

Next review July 2026.

This policy is subject to change without notice at the sole discretion of CSV Limited.

Printed hardcopies of this policy are considered uncontrolled.