



Adult Child Safety and Wellbeing Code of Conduct

Policy designation	PO011BD0625-24	Policy audience	Public Facing
Approval date	17/06/2025	Document owner	Principal
Released to audience	28/07/2025	Version	4.0
Review date	17/06/2027	Approval authority	Board

This code of conduct should be read in conjunction with the full suite of policies and procedures that collectively form the School's Child Safety and Wellbeing Program.

If you are a non-English speaker who needs help to understand this policy, please contact the Administration Office on 03 8779 7500.

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to Strathcona Baptist Girls Grammar School ("Strathcona") have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm (including discrimination and racism) and are committed to acting in students' best interests and keeping them safe from harm.

The School regards its child safety and wellbeing responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the School community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

Purpose

This code of conduct outlines:

- expected standards of behaviour, relevant to child safety and wellbeing, towards students for all adults in all school environments; and
- the School's expectations for compliance.

It helps to protect students from harm, reduce opportunities for abuse or other harm to occur, and promote child safety and wellbeing in the school environment.

It also provides guidance on how to best support students and how to avoid or better manage difficult situations.

We also have a [Staff and Student Professional Boundaries Policy](#) that provides detailed guidance for staff, volunteers and contractors, no matter their age, on how to maintain professional boundaries with students.



Scope

This code of conduct applies to all adults in the school community. This means that if you are aged 18 or over and are:

- the Principal
- a Senior Leadership team member
- a School Board member
- a School Board sub-committee member
- a staff member (including non-teaching staff and temporary or casual Staff)
- a volunteer
- a contractor (including an external education provider)
- a teaching student on placement at the School
- a visitor (including a parent/carer or other adult family member of a student who is at the School or attending a school event)

this code of conduct applies to you.

We refer to everyone in this list together as the “**school community**”.

This code of conduct does not apply to students who are volunteering with coaching or tutoring younger students at the School. If you are a student, you must instead comply with the [Student Child Safety and Wellbeing Code of Conduct](#) and other relevant school policies.

This code of conduct applies in all school environments. School environments include the following 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 the School Board (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, TAFEs, non-school senior secondary providers, another school
 - sporting events, excursions, competitions and other events.



The Adult Child Safety and Wellbeing Code of Conduct

As an adult member of the school community, you must comply with the following:

DO:

- Comply with the School's child safety and wellbeing policies and procedures.
- In relationship with students, maintain professional boundaries that apply to your roles and responsibilities at the School at all times (for example, if you are a staff member, volunteer or contractor, you must follow the [Staff and Student Professional Boundaries Policy](#)).
- Comply with any additional guidelines published by the School with respect to child safe behaviours.
- Take all reasonable steps to protect students from harm.
- Provide supervision for students that is appropriate for their age and developmental stage.
- Treat all students with respect, regardless of race, gender identity, sexual orientation, language, religion, political views, culture, disability, or other status.
- Actively encourage the participation and empowerment of all students, including student with disability, culturally linguistically and culturally diverse students, Aboriginal and Torres Strait Islander students and students with other vulnerabilities (such as students who are unable to live at home or students who identify as lesbian, gay, bisexual, transgender or intersex), by listening to their ideas, values and contributions.
- Intervene when students are engaging in inappropriate, humiliating, vilifying or bullying behaviour towards others.
- Interact with students in an open and transparent way.
- Build trust with students by taking any child safety incidents, concerns and reports made by them seriously.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.
- 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.
- Report any child safety incidents or concerns to the Principal or a Child Safety and Wellbeing Officer and meet any additional legal obligations to report child abuse or other harm externally.
- Report any breaches of this [Adult Child Safety and Wellbeing Code of Conduct](#) to the Principal or a Child Safety and Wellbeing Officer.



DO NOT:

- Engage in, or ignore others engaging in, any form of inappropriate behaviour towards students or expose students to behaviour that has the potential to cause harm (including physical, psychological or emotional harm).
- Engage in prejudicial or oppressive behaviour or use inappropriate language with students.
- Discriminate against any student on the basis of characteristics that are protected in anti-discrimination legislation or express personal views that support or promote such discrimination.
- Engage in discussions with, or in the presence of students that could be construed as inappropriate (for example, asking questions of a personal nature or discussing illicit matters such as sex, drugs or alcohol other than in an educational context).
- Engage in any form of sexual conduct with a student including any form of grooming behaviour, 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 mechanical means or physical force to punish or discipline a student (other than as expressly outlined in our [Restraint of Students Policy](#)).
- Engage in inappropriate supervision in changerooms, bathrooms and accommodation (for example, on camps). In particular, male adults must not enter female changerooms, bathrooms or accommodation and female adults must not enter male changerooms, bathrooms or accommodation, except in an emergency.
- Initiate or develop a relationship with any student that has, or can be misinterpreted as having, any basis other than a professional basis (refer to the [Staff and Student Professional Boundaries Policy](#)).
- Initiate or develop a 'special' relationship with a student that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in private meetings or activities with a student (other than a student who is your own child):
 - without the School's and/or the students' parents/carers' knowledge and approval; or
 - when there is no other adult present
- Engage in personal communications with a student using electronic or digital media through any medium.
- Take or publish (including online) photos, movies and/or audio recordings of a student without School and/or parental/carers consent.
- Post identifying information about a student online unless it is necessary for the School's activities and with 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 they may attend.

Certain members of the school community (for example, staff members working as psychologists at the School) may have other professional or occupational codes of conduct that regulate their profession or occupation. If this applies to you, you **must also** comply with these codes of conduct. If you consider that there is a conflict between your professional or occupational code of conduct and the [Adult Child Safety and Wellbeing Code of Conduct](#) in a particular matter, you **must** follow the procedures below.



Agreement to Adhere to the Adult Child Safety and Wellbeing Code of Conduct

The School provides a copy of the [Adult Child Safety and Wellbeing Code of Conduct](#) to all staff, relevant volunteers and relevant 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, as well as direct contact and regular volunteers.

All staff, as well as direct contact and regular volunteers must sign an agreement to adhere to the [Adult Child Safety and Wellbeing Code of Conduct](#) prior to commencing work at the School.

The [Adult Child Safety and Wellbeing 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 [Adult Child Safety and Wellbeing Code of Conduct](#) on signing the contract or on commencing work at the School.

A copy of the [Adult Child Safety and Wellbeing Code of Conduct](#) is provided to parents/carers, who must sign an agreement to abide by the [Adult Child Safety and Wellbeing Code of Conduct](#) on enrolment.

Other Professional or Occupational Codes of Conduct

If you must comply with a professional or occupational code of conduct and you consider that there is a conflict between that code of conduct and the [Adult Child Safety and Wellbeing Code of Conduct](#) in a particular matter, you must:

- seek advice from your professional or occupational regulatory body and/or a Child Safety and Wellbeing Officer; and
- advise the Principal of your proposed course of action.

Report any Concerns

If you are concerned that a child, young person or student aged 18 or over is in immediate danger, call the Police on 000.

Any person, including all staff, volunteers, contractors, parents/carers and students, can at any time, contact DFFH Child Protection if they are concerned about the wellbeing of a child aged under 17.

You can do this by:

- during business hours (8:45am-5:00pm, Monday to Friday), contacting the Child Protection intake service for the local government area where the child resides, listed [here](#)
- after hours, telephoning 13 12 78.

Staff, volunteers and contractors

If you are a staff member, volunteer or contractor and you witness or suspect a breach of the [Adult Child Safety and Wellbeing Code of Conduct](#), report this to a Child Safety and Wellbeing Officer or the Principal as soon as possible.

If the breach involves the Principal, report this to the Chair of the Board.

A breach of the [Adult Child Safety and Wellbeing Code of Conduct](#) could amount to the abuse or other harm of a child, young person or student aged 18 or over. For information about how to identify key indicators of abuse or other harm, refer to the [Child Safety and Wellbeing Policy](#).

Reporting internally does not replace other legal and policy obligations that you may have. In addition to the above, you must also follow all responding and reporting obligations that apply to you. Depending on the circumstances, these obligations may include:

- reporting to DFFH Child Protection
- reporting to the Police
- reporting Reportable Conduct to the CCYP
- taking steps to protect students from future risks of abuse or other harm, where those steps are within your power or responsibilities to take (to meet your duty to protect obligations)
- reporting teacher misconduct to the VIT
- providing information to other external agencies.

These are explained in the [Child Safety and Wellbeing Reporting and Responding Obligations Policy](#).

Students

Students who are the victim of or who witness or suspect a breach of the [Adult Child Safety and Wellbeing Code of Conduct](#) can:

- disclose this to a school Child Safety and Wellbeing Officer
- disclose this to any other staff member, volunteer or contractor. This might be done:
 - verbally
 - in writing
 - through electronic means (such as email)
 - indirectly (such as in written assignments, in artworks or in any other way)
- contact [ChildWise](#).

Parents/carers, family members or other community members

Parents/carers, family members and other community members who witness or suspect a breach of the [Adult Child Safety and Wellbeing Code of Conduct](#) can contact:

- the School's Child Safety and Wellbeing Champion
- the Principal (or if the concern relates to the Principal, the Chair of the Board).

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



The Adult Child Safety and Wellbeing Code of Conduct and Reportable Conduct

Our *Adult Child Safety and Wellbeing Code of Conduct* outlines expected standards of behaviour for all staff, volunteers and contractors at the School. However, breaches of the *Adult Child Safety and Wellbeing Code of Conduct* will not always be Reportable Conduct. For example, a volunteer accepting a social media 'friend' request from a student would be a breach of the *Adult Child Safety and Wellbeing Code of Conduct* but may not amount to Reportable Conduct.

These kinds of breaches can be dealt with at the School level and the School does not need to report them to the Commission for Children and Young People.

Implementation

The *Adult Child Safety and Wellbeing Code of Conduct* is published on our public [website](#).

The *Adult Child Safety and Wellbeing Code of Conduct* is made available to employed staff members through the School's intranet - Maple. The School provides a copy of the *Adult Child Safety and Wellbeing Code of Conduct* to all staff, relevant volunteers and relevant contractors at their induction, or otherwise prior to them commencing work at the School.

Training about the *Adult Child Safety and Wellbeing Code of Conduct* is included in induction and annual refresher training for employed staff members, as well as relevant volunteers and contractors.

Employed staff members, relevant volunteers and relevant contractors, and parents/carers sign an agreement to adhere to the *Adult Child Safety and Wellbeing Code of Conduct* as set out in this document.

The School also communicates the *Adult Child Safety and Wellbeing Code of Conduct* to other members of the school community through the policy page on Maple as well as made publicly available on the School [website](#).

The School has also developed a *Student Child Safety and Wellbeing Code of Conduct* that the School provides to all students.

Breach

If you are a staff member, volunteer or contractor and you breach this code of conduct, the School can investigate your conduct. You could face disciplinary action, such as (depending on the severity of the breach):

- attending remedial education
- attending 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.

You could also face civil or criminal penalties.



If you are another member of the school community and you breach the [Adult Child Safety and Wellbeing Code of Conduct](#), the School will take appropriate action. This could include:

- making a report to DFFH Child Protection or the Police if your conduct meets the required threshold for reporting; and/or
- if you are a parent/carer or other visitor, issuing a School Community Safety Order against you in appropriate cases.

Source of Obligation

- Victorian Child Safe Standards, Standard 2
- Ministerial Order 1359, Clause 6

Policy Review

The School Board has strategically delegated aspects of its child safety and wellbeing policy review responsibilities to the School executive team, to support operational efficiency in policy development, while retaining ultimate oversight and approval authority for the Child Safety and Wellbeing Program.

All policies and procedures that make up the Child Safety and Wellbeing Program will be reviewed by the relevant approval authorities (School Board or executive team) **at least once every 2 years** or earlier if required, such as if a significant child safety incident occurs at the School or due to changes in legislation.