

# GEELONG GRAMMAR SCHOOL

## Child Safety Code of Conduct

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### 1. Purpose

- 1.1 The purpose of this Code of Conduct is to:
  - 1.1.1 promote child safety in the School's physical and online environment and protect students from abuse; and
  - 1.1.2 set standards about the way in which individuals working in the School environment are expected to behave with our students.
- 1.2 All School Employees and School Community members in the School environment or on behalf of the School are required to comply with the Child Safety Policy and any associated policies, and this Code of Conduct.
- 1.3 This Code of Conduct has been endorsed by the School Council.

### 2. Standards of Conduct

- 2.1 School Community Members (defined in clause 13 below) must not:
  - 2.1.1 ignore or disregard any suspected or disclosed child abuse;
  - 2.1.2 physically assault students, including physical punishment or discipline of students;
  - 2.1.3 as far as practicable, not be alone with a student without a direct line of sight to another School Community Member;
  - 2.1.4 conduct a sexual relationship with a student or have any form of sexual conduct with a student;
  - 2.1.5 engage in covert or overt sexual behaviours when interacting with students;
  - 2.1.6 possess, use or be under the influence of illicit drugs or alcohol when working with students;
  - 2.1.7 participate in or condone behaviour of children that is unsafe, illegal or abusive;
  - 2.1.8 develop any 'special' relationships with students that could be seen as favouritism (for example, excessive communication regarding matters that are not of an educational nature, the offering of gifts or special treatment for specific students);
  - 2.1.9 exhibit behaviours with children which may be construed as unnecessarily physical or inappropriate;
  - 2.1.10 put students at risk of abuse (for example, by locking doors);
  - 2.1.11 ignore the views and concerns of students, particularly if they are telling you that they or another student has been abused and/or are worried about their safety or the safety of another;
  - 2.1.12 do things of a personal nature that a student can do for themselves, such as toileting or changing clothes, save for assisting students at the School's Early Learning Centres at Bostock House and Toorak campus, where such acts may be required from time to time;
  - 2.1.13 engage in open discussions of an inappropriate adult nature in the presence of students (for example, personal social activities or interests which the reasonable person would consider unsuitable to discuss in front of students);
  - 2.1.14 use inappropriate language in the presence of students, such as language that is offensive, profane, discriminatory or abusive;
  - 2.1.15 express personal views on cultures, race or sexuality in the presence of students;
  - 2.1.16 discriminate against any student because of, and not limited to, culture, race, ethnicity or disability; or
  - 2.1.17 engage in one-on-one contact with a student unless done so as part of their role at the School and in a public location with high visibility to others. (accidental contact, such as seeing people in the street, is appropriate).
- 2.2 School Community Members must hold a valid WWCC at all times while employed or otherwise engaged by the School.
- 2.3 In addition to the above responsibilities, the following categories of School Community Members have specific additional duties.

### 3. School Employees

- 3.1 Teachers employed by the School are also required to abide by the principles relating to relationships with students as set out in the *Victorian Teaching Profession Code of Conduct* published by the Victorian Institute of Teaching.
- 3.2 School Employees must not:
  - 3.2.1 become friends with students on social media (save for School Employees being friends or communicating with their own children, who are also current students, on social media) except where it directly relates to the School Employee's work with the student; or
  - 3.2.2 communicate with students using digital communication, except for the purpose of communicating information that directly relates to the School Employee's work with the student;

### 4. Boarding Duties

- 4.1 School Employees with boarding house responsibilities are required to safeguard and promote the welfare of students while in the boarding house. These School Employees have additional responsibilities in addition to those applicable to their teaching or other responsibilities, including:
  - 4.1.1 ensuring students are present at every roll call and conducting the final bed check each night;



- 4.1.2 ensuring their patrol of boarding house buildings or grounds for security purposes does not intrude unreasonably on the student's privacy;
- 4.1.3 ensuring privacy for students when toileting and washing;
- 4.1.4 protecting students from intimidation, embarrassment, humiliation and harm;
- 4.1.5 respecting a student's privacy in sensitive matters and in relation to their private space; and
- 4.1.6 ensuring that any permitted student access to a School Employee residence complies with clause 2.1.

## 5. Campus Residents

- 5.1 Campus residents must not have a student alone in their residence, save for:
  - 5.1.1 their own child, step-child, adopted child or child for whom they are a legal guardian;
  - 5.1.2 two or more students visiting a residence to babysit;
  - 5.1.3 two or more students visiting a residence with written or oral consent from their parents/legal guardians;
  - 5.1.4 any student visiting the campus resident's child, step-child, adopted child or child for whom they are a legal guardian with actual consent from the child's parents/legal guardians; or
  - 5.1.5 children of campus residents, with actual or implied consent from their parents/legal guardians;
- 5.2 become friends with students on social media (save for Campus Residents being friends or communicating with their own children, who are also current students, on social media) except where it directly relates to the Campus Resident's work with the student;
- 5.3 communicate with students using digital communication, except for the purpose of communicating information that directly relates to the Campus Resident's work with the student; or
- 5.4 disrespect or invade the privacy of students.

## 6. Nurses

Nurses also have a responsibility for maintaining their professional and personal boundaries when providing care to a student. The care provided by nurses is likely to involve personal contact with a student, such as touching and holding. Nurses are expected to abide by the minimum standards for practice as set out in the *Code of Professional Conduct for Nurses in Australia*.

## 7. School Counsellors

- 7.1 In their dealings with students, School counsellors should also take into account their professional obligations as set out in the membership requirements of:
  - 7.1.1 the Australian Psychological Society; and
  - 7.1.2 Australian Counselling Association.

## 8. Sports and Recreation

- 8.1 Coaches, School Employees and School Community Members involved in coaching, training or assisting students during sporting and recreation activities should also adopt practices that assist students to feel safe and protected, including but not limited to:
  - 8.1.1 using positive reinforcement and avoiding abusive, harassing or discriminatory language;
  - 8.1.2 encouraging and coaching students to have positive attitudes towards their fellow team members and opposition teams at all times;
  - 8.1.3 if physical contact with a student by a coach or other adult is necessary during a sport or other recreational activity then explain the reason for the contact and ask for the student's permission; and
  - 8.1.4 avoid where possible situations where an adult may be alone with a student such as in a dressing or change room, first aid room, dormitory or when the student needs to be transported in a vehicle.

## 9. Homestay Providers

- 9.1 Homestay Providers should also adopt practices that assist students to feel safe and protected while in their home, including:
  - 9.1.1 create open communication with the student so that they feel safe and protected in the home;
  - 9.1.2 provide adequate privacy for a student including a private bedroom, and a bathroom with a lockable door;
  - 9.1.3 not exhibit behaviours with students which may be construed as unnecessarily physical or inappropriate;
  - 9.1.4 never put students at risk of abuse (for example, by locking doors);
  - 9.1.5 avoid where possible situations where an adult may be alone with a student such as in a student's bedroom or bathroom; and
  - 9.1.6 never use inappropriate language in the presence of students, such as language that is offensive, profane, discriminatory or abusive.



## 10. Third Party Providers and Contractors

- 10.1 Third party providers and contractors must act in an appropriate and safe manner at all times when they come into contact with students and must ensure, as far as is practicable, they not be alone with a student without a direct line of sight to a School Employee or other third party provider or contractor.
- 10.2 Third party education providers must always include the responsible School Employee into all communication with students and must be monitored by the responsible School Employee when providing education services to the School.
- 10.3 Third party providers and contractors must promptly report any child safety concerns to their own employer and to their supervising School Employee or relevant Head of Campus.

## 11. Volunteers

- 11.1 Volunteers are required to read the Child Safety Policy and sign this Code of Conduct. Volunteers are required to be supervised by a School Employee to ensure their conduct is safe and appropriate and must ensure, as far as is practicable, they not be alone with a student without a direct line of sight to a School Employee.
- 11.2 Volunteers must act in an appropriate and safe manner at all times towards students, other volunteers and School Employees.
- 11.3 Volunteers must promptly report any child safety concerns to their supervising School Employee or the relevant Head of Campus.

## 12. Privacy

- 12.1 The School is bound by the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth). A copy of the School's Privacy Policy is available on the School's website. School Employees and School Community Members must be aware that information collected may need to be disclosed by the School to outside organisations from time to time. Any objections to the collection, storage, disclosure or publication of personal information must be notified to the Director of Corporate Services immediately.
- 12.2 The School collects and stores personal information, including sensitive information about students, their parents, families or others before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for its students.
- 12.3 Some of the information collected and stored by the School is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- 12.4 The School from time to time discloses personal and sensitive information to others for administrative, educational and health purposes. This includes disclosing information to people providing services to the School, such as third party assisting with Working with Children Check compliance. By signing this Code of Conduct, School Employees and School Community Members consent to the collection, storage, disclosure and publication of such information by the School for these purposes.
- 12.5 The information collected remains the property of the School and any request for access to information must be made in writing. If a request is approved, information may be viewed at the School's premises with a member of the School's staff in attendance at a pre-arranged time convenient to the School.
- 12.6 The School's Privacy Policy contains information about how School Employees and School Community Members may complain about a breach in the Australian Privacy Principles by the School and how the School will deal with such a complaint.

## 13. Definitions

Child Safety Officer	means the School Employees appointed and trained as a first point of contact for child safety concerns. Appointments are published on the School Portal.
Homestay Providers	means a person(s) approved by the School to assist in providing accommodation to an overseas student while the student is not residing at the School
the School	means Geelong Grammar School including its registered boarding premises
School Community Member	means for the purpose of this Code of Conduct, members of the School Council, employees, volunteers, gap assistants, homestay providers, visitors who reside on School grounds or perform child connected work at the School and third party contractors who conduct work on School grounds.
School Employees	means, for the purpose of this Code of Conduct, employees of the School.
Student	means a student enrolled at the School, regardless of whether the student is over 18 years of age.
WWCC	means valid Working with Children Clearance



## ACKNOWLEDGEMENT

### **If you believe a child is at immediate risk of abuse phone emergency services on 000.**

By observing these standards you acknowledge your responsibility to report immediately any breach of this Code or any child safety concerns to any School Child Safety Officer, Head of Campus, Vice Principal, Principal or the Police as required. You should follow up with the person to whom such concerns were reported to ensure their report has been actioned.

I have read and understood the associated Child Safety Policy and I agree to adhere to this Code of Conduct:

<b>Name:</b>	
<b>Position/Role:</b>	
<b>Email address:</b>	
<b>Contact phone number:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>School Employee name:</b> <i>(who is your main point of contact?)</i>	

For instructions on how to digitally sign a GGS form, please use the following link:

<https://servicedesk.ggs.vic.edu.au/support/solutions/articles/75000023637-how-to-digitally-sign-a-ggs-form>