

GEELONG GRAMMAR SCHOOL

Student Safeguarding Code of Conduct

1. Statement of Commitment:

- 1.1 In reading and signing this Code of Conduct, I agree to comply with all responsibilities and/or expectations listed below as associated to my role as a School Employee, Third Party Contractor, Volunteer or School Community Member.
- 1.2 I am committed to providing safe learning environments and culture where student's rights, needs and interests are met, where students are safe and feel safe, and their voices are heard. Student Safeguarding remains my primary focus, prioritising the safety of students and maintaining a zero tolerance of all forms of student abuse.

2. Purpose

- 2.1 The purpose of this Code of Conduct is to:
 - 2.1.1 define a clear set of standards and principles for student safeguarding that all School Employees, Third Party Contractors, Volunteers and School Community Members can reference and adhere to at all times;
 - 2.1.2 promote student safeguarding in the School's physical and online environment and protect students from abuse; and
 - 2.1.3 set standards about the way in which individuals working in the School environment are expected to behave with our students.
- 2.2 All School Employees, Third Party Contractors, Volunteers and School Community members in the School environment or on behalf of the School are required to comply with the Student Safeguarding Policy and any associated policies, and this Code of Conduct.
- 2.3 This Code of Conduct has been endorsed by the School Council.

3. Standards of Conduct

- 3.1 As a School Community Member (defined below) I will not:
 - 3.1.1 ignore or disregard any suspected or disclosed student abuse;
 - 3.1.2 physically or verbally assault students;
 - 3.1.3 as far as practicable, not be alone with a student without a direct line of sight to another School Community Member;
 - 3.1.4 conduct a sexual relationship with a student or have any form of sexual conduct with a student;
 - 3.1.5 engage in covert or overt sexual behaviours when interacting with students;
 - 3.1.6 possess, use or be under the influence of illicit drugs or alcohol when working with students;
 - 3.1.7 participate in or condone behaviour of children that is unsafe, illegal or abusive;
 - 3.1.8 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);
 - 3.1.9 exhibit behaviours with students which may be construed as unnecessarily physical or inappropriate;
 - 3.1.10 put students at risk of abuse (for example, by locking doors);
 - 3.1.11 ignore the views and concerns of students, particularly if they report that they or another student has been abused and/or are worried about their safety or the safety of another;
 - 3.1.12 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;
 - 3.1.13 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);



- 3.1.14 use inappropriate language in the presence of students, such as language that is offensive, racist, sexist profane, discriminatory or abusive;
 - 3.1.15 discriminate against any student because of, and not limited to, culture, race, ethnicity, disability or personal identity; or
 - 3.1.16 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.
- 3.2 As a School Community Member I agree to holding and maintaining a valid VIT registration or WWCC (as appropriate to my role) at all times while employed or otherwise engaged by the School.
- 3.3 In addition to the above responsibilities, there are specific categories of School Community Members who have specific additional duties.

4. School Employees

- 4.1 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.
- 4.2 As a School Employee, I will not:
- 4.2.1 become friends with students on social media (save for School Employees being friends or communicating with their own children) except where it directly relates to the School Employee's work with the student; or
 - 4.2.2 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.

5. Boarding Duties

- 5.1 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:
- 5.2 As a member of the Boarding House supervision team, I accept the additional responsibilities and will:
- 5.2.1 ensure students are present at every roll call and when conducting the final bed check each night;
 - 5.2.2 ensure the patrol of boarding house buildings or grounds for security purposes does not intrude unreasonably on the student's privacy;
 - 5.2.3 ensure privacy for students when toileting and washing;
 - 5.2.4 protecting students from intimidation, embarrassment, racism, sexism, humiliation and harm;
 - 5.2.5 honour and respect at all times a student's personal identity, ensuring equity for all students.
 - 5.2.6 respect a student's privacy in sensitive matters and in relation to their private space; and
 - 5.2.7 ensure that any permitted student access to a School Employee residence complies with clause 6.

6. Campus Residents

- 6.1 As a Campus resident I will not have a student alone in my residence, save for:
- 6.1.1 my own child, step-child, adopted child or child for whom I am a legal guardian;
 - 6.1.2 two or more students with written or oral consent from their parents/legal guardians, visiting my residence to babysit;
 - 6.1.3 two or more students visiting my residence with written or oral consent from their parents/legal guardians;
 - 6.1.4 any student visiting my residence to meet with my child, step-child, adopted child or child for whom I am a legal guardian with actual consent from the child's parents/legal guardians; or
 - 6.1.5 become friends with students on social media (save for Campus Residents being friends or communicating with their own children);
 - 6.1.6 communicate with students using digital communication, except for the purpose of communicating information that directly relates to the student's work with the Campus Resident;

6.2 As a Campus resident I will:

- 6.2.1 respect the privacy of students; and
- 6.2.2 respect a student's personal identity and cultural status; and
- 6.2.3 ensure equity for students at all times.

7. Nurses

7.1 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. Any physical contact must be with the informed consent of the student (unless it is in a lifesaving situation) and in a manner as if a parent was present. Nurses are expected to abide by the minimum standards for practice as set out in the *Code of Professional Conduct for Nurses in Australia*.

7.2 As a Nurse or member of the medical team, I will ensure all standards of conduct as a School Community Member and in addition all policy requirements as per the GGS Student Duty of Care Policy and the School Health Centre Policy.

8. School Counsellors

- 8.1 In their dealings with students, School counsellors should also take into account their professional obligations as set out in the membership requirements.
- 8.2 As an appointed Counsellor, I agree to all standards with in this code as a School Community Member, in addition to professional requirements required by my governing body.

9. Sports and Recreation

9.1 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.

9.2 As an appointed Coach, I will, at all times:

- 9.2.1 use positive reinforcement and avoiding abusive, harassing, racist, sexist or discriminatory language;
- 9.2.2 encourage and coach students to have positive attitudes towards their fellow team members and opposition teams at all times;
- 9.2.3 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
- 9.2.4 ensure no student is alone with another adult or student, such as in a dressing or changing room, first aid room, dormitory or when the student needs to be transported in a vehicle other than in accordance with the Transportation of Students Policy or in an emergency.

10. Homestay Providers

10.1 Homestay Providers should also adopt practices that assist students to feel safe and protected while in their home.

10.2 As a Homestay provider, I will at all times:

- 10.2.1 create open communication with the student so that they feel safe and protected in the home;
- 10.2.2 provide adequate privacy for a student including a private bedroom, and a bathroom with a lockable door;
- 10.2.3 not exhibit behaviours with students which may be construed as unnecessarily physical or inappropriate;
- 10.2.4 never put students at risk of abuse (for example, by locking doors);
- 10.2.5 ensure no student is alone with an adult such as in a student's bedroom or bathroom other than in the event of emergency;
- 10.2.6 never use inappropriate language in the presence of students, such as language that is offensive, profane, racist, discriminatory or abusive;
- 10.2.7 honour and respect at all times a students personal identity or cultural status, ensuring equity for all students; and



10.2.8 promptly reporting any student safety concerns to my School Employee designated emergency contact or relevant Head of Campus.

11. Third Party Contractors

11.1 As a Third Party Contractor, I agree to comply with this Code of Conduct, including:

- 11.1.1 always acting in an appropriate and safe manner when in contact with students ensuring never to be alone with a student without a direct line of sight to a School Employee or other Third Party Contractor;
- 11.1.2 always include a responsible School Employee into all communication with students and being monitored by a responsible School Employee when providing education services to the School; and
- 11.1.3 promptly reporting any student safety concerns to my employer and to the supervising School Employee, the relevant Head of Campus or the Student Safeguarding Officer.

12. Volunteers

12.1 Volunteers are required to read the Student Safeguarding 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.

12.2 As a Volunteer, I will always ensure:

- 12.2.1 I am never alone with a student without a direct line of sight to a School Employee;
- 12.2.2 I act in an appropriate and safe manner at all times towards students, other Volunteers and School Employees; and
- 12.2.3 I promptly report any student safety concerns to my supervising School Employee, the relevant Head of Campus or the Student Safeguarding Officer.

13. Privacy

13.1 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 immediately notified to the Executive Director, Safeguarding and Legal Services.

13.2 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. 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.

13.3 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.

14. Definitions

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 student connected work at the School and third party contractors who are engaged by the School.
School Employees	means an individual who is:



	<ul style="list-style-type: none">• employed by the School (fulltime, part-time or casual); or• a member of the School Council.
Student	means a student enrolled at the School, regardless of whether the student is over 18 years of age.
Third Party Contractor	means a third party service provider engaged by the School to provide a service to the School and or its students.
Volunteer	means people who assist the School in some capacity directly or indirectly School activities, and will have access to students (including virtual/online) or student places of study (i.e Campus, School Camp or Sporting event, Hosts accommodation) including but not limited to: <ul style="list-style-type: none">• a volunteer or a contracted service provider engaged in School activities (whether or not a body corporate or any other person is an intermediary); and• Homestay Providers.
WWCC	means a valid Working with Children Clearance



ACKNOWLEDGEMENT

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

By agreeing to this Code of Conduct you acknowledge your responsibility to report immediately any breach of this Code or any student safety concerns to the Student Safeguarding 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 Student Safeguarding Policy and I agree to adhere to this Code of Conduct (please return a **full copy** of this Code to your School employee point of contact/line manager):

Name:	
Position/Role:	
Email address:	
Contact phone number:	
Signature:	
Date:	
School Employee name: <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>