



## SCHOOL COMMUNITY CODE OF CONDUCT FOR ADULTS

(includes Child Safety)

### Commitment to Child Safety

*Camberwell Girls Grammar School (CGGS) is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe, and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.*

*Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.*

*Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.*

*We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review*

### Purpose

The School Community Code of Conduct for Adults, which aligns to Camberwell Girls Grammar School's (CGGS) mission and values, sets out the expected behaviour of all adults when representing the School, working with students, and interacting with other members of the School community.

### Scope

The CGGS School Community Code of Conduct for Adults relates to all staff, parents, guardians, members of the School Council or Council subcommittees, volunteers, contractors and visitors (together referred to as the School Community).

This Code includes Child Safety expectations which apply to all physical and online or virtual environments (including email, intranet, software applications, collaboration tools and online services).

The Code applies during or outside of school hours and to locations on onsite and off campus including camps, house carnival sites, excursions, home stay providers as well as any programs offered by third party providers.

### Principles

The following principles underpin this Code:

- All School Community members are valued and treated with respect and courtesy
- All School Community members participate in the life of the school and feel part of a caring and inclusive School Community
- School Community members have the right to expect that the environment of the School and School activities will be safe and secure and support their physical and mental wellbeing
- Students have the right to learn, teachers have the right to teach, and professional support staff have the right to work in a child-safe and equitable environment
- The School Community has the right to express their views in a safe and appropriate manner and bring concerns or grievances to the School in accordance with the School's Complaints Management Policy in an atmosphere of mutual respect and co-operation

## Responsibilities

The **Principal and Staff** will fairly and reasonably implement the Community Code of Conduct.

**All School Community Members** have a responsibility to:

- Support this Code of Conduct
- Support and promote safety of children, uphold CGGS' commitment to child safety at all times, adhering to our Child Safety and Wellbeing Policy and
- Behave as positive role models to students.

**Parents and Guardians** in partnership with the School are also required to ensure students meet the School's requirements with respect to:

- Attendance and punctuality
- Participation
- Presentation (wearing correct School uniform)
- Home Learning
- Behaviour
- Observe and respect school policies, rules and procedures of the School and work within the guidelines

## Staff, Parent, Guardian, HomeStay, Support Person, Volunteer and Contractor Acceptable Behaviours

All members of the CGGS School Community are required to:

- Uphold our School's commitment to child safety at all times and adhere to our Child Safety and Wellbeing Policy
- Uphold the values of the School (integrity, commitment, respect, hope and courage) and model these
- Comply with school policies and procedures including OHS, emergency evacuation, confidentiality and privacy obligations
- Perform duties in a professional and competent manner, working collaboratively with colleagues and school community members
- Be courteous at all times and approach all matters in a calm rational manner and without the use of inappropriate behaviour or language which becomes a barrier to resolving issues and the continuance of positive working relationships.
- Support the leadership of the School and have a sense of responsibility, accountability, and respect for authority
- Speak in a way that is encouraging, using positive and affirmative language and be respectful and supportive at all times
- Welcome all community members and their families and be inclusive
- Foster and maintain a child safe environment and interact with students in a professional manner that is appropriate to the student's age
- Maintain appropriate physical and emotional boundaries in interactions with students
- Listen and respond to the views and concerns of students particularly if they disclose that they or another child or student has been abused or are worried about their safety or safety of another child or student
- Act on any disclosures or safety concerns by reporting concerns to one of the School's Child Safety Officers and ensuring that legal obligations to report allegations externally are met
- If child abuse is suspected, ensure as quickly as possible that the student(s) are safe and protected from harm. Call the Police on Triple Zero (000) if you have immediate concerns for a student's safety
- Understanding and complying with all reporting and disclosure obligations (including mandatory reporting and the PROTECT Four Critical Actions) in line with our Child Safety Reporting Policy

- Promote the cultural safety, empowerment and plan participation of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- Behave as a positive role model to students, and support pro-social behaviour at all times
- Acknowledge the management of students during school activities is the responsibility of School staff and support the School in this
- Declare acceptance of gifts

## Unacceptable Behaviours

All members of the School Community must NOT:

- Engage in any behaviour that may potentially cause harm
- Engage in any form of sexual conduct with a student including making sexually suggestive comments
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological or physical harm
- Use physical means or corporal punishment to discipline or control a student
- Facilitate situations which unnecessarily results in close physical contact with a child or young person
- Ignore or disregard any:
  - disclosures of child abuse or harm or concerning behaviours (whether told directly or overheard)
  - observations of concerning behaviours or suspicions that on their own may not necessarily constitute a breach however together may indicate a pattern of behaviour that poses a risk of safety of children
- Treat a child or student unfavourably because of their disability, age, agenda, race, culture, vulnerability, sexuality or ethnicity
- Display behaviour or engage with students in ways that are not justified by the educational or professional context
- Develop 'special' relationships with students that could be seen as favouritism or amount to grooming behaviour (such as offering gifts)
- Bully, harass or discriminate against a student or member of the school community, ignore, isolate, or dismiss anyone
- Talk over the top of others or move into their personal space or fingerpoint
- Drive alone with a student in their car or invite a student back to their home
- As far as practicable, not be alone with a student one-on-one, they must conduct interactions in an open space or in line of sight of another adult
- Share, tag or up-load inappropriate photographs or confidential information of students or the School
- Unless consented by the School, adults are not permitted at any time to photograph or video students or upload photos, videos, or other footage of School activities onto any social media platforms or forums
- Use the school's network to view, upload, download, or circulate any inappropriate material (that is offensive, racist or related to pornography or illegal activities)
- Make false or misleading claims about the school on social media
- Be under the influence of alcohol or illegal drugs when dealing with students
- Accept non token offers of gratitude that do not have a legitimate business benefit or offers from suppliers or potential suppliers, which represent an actual, potential or perceived conflict or interest (which must be declined)

This Code cannot anticipate every possible scenario. If in doubt, the following should be considered:

- Does this feel like the 'right thing' to do?
- Am I acting in the student / School community's best interest?
- What would other members of the School community expect me to do?
- What would be the reaction if this was reported publicly?
- What impact might this have on the School's reputation?

## Additional Requirements

In addition to meeting the above core behavioural requirements, all members of the School are also required to:

- Listen and respond immediately to any concerns / allegations of child abuse
- Report any breaches of the Code of Conduct to the relevant people in the School
- Report any concerns of child safety to a Child Safety Officer
- Ensure all legal reporting obligations are met (mandatory reporting and reportable conduct)
- Maintain a valid Working with Children Clearance card when engaging in School activities
- Report to the Principal any criminal charges or convictions received during the course of their engagement with the school

## Safety

**All School Community Members** are asked to comply with relevant policies and guidelines including occupational health and safety within the School Community.

**All Visitors** are required to sign in and out and be accompanied by a staff member unless inducted and are familiar with the School's emergency procedures, following the direction of staff in the case of a drill, accident, or emergency.

## Breach of the Community Code

All CGGS 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 or relevant industrial instrument, professional code, or terms of engagement.

All breaches and suspected breaches of this Code of Conduct must be reported to the Principal (or Child Safety Officer) who will take appropriate action. Staff, volunteers and contractors who breach this Code of Conduct may be subject to disciplinary actions such as corrective education, counselling, increased supervision, restriction of duties, appointment to an alternate role, suspension from school grounds or in the case of serious breaches, termination of employment, contract, or engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Mandatory Reporting Procedure and the Department of Education and Training Reportable Conduct Scheme Policy.

If the breach or suspected breach relates to the Principal, contact the main School Reception for contact details to the School Council Chair.

## Reporting any Child Safety Concerns

Any breach of this Code of Conduct in relation to child safety is a child safety incident. Therefore, any School Community member who witnesses, or suspects a child safety concern must report their concern internally and if required externally.

Staff who act in good faith in making a report of an alleged breach will be protected from victimisation or other adverse consequences.

If you have concerns that a child or young person associated with the School may be subject to abuse or harm from a member of staff, volunteer or contractor please contact the Principal or a Child Safety Officer. If a child is in immediate danger the Police should be contacted on Triple Zero (000).

Students are provided with information about and are encouraged to raise child safety concerns or incidents with CGGS Child Safety Officers.

Our Child Safety Program includes information and policies on identifying key indicators of child abuse or harm and how to report child safety incidents or concerns internally. For more information refer to our procedure: Child Safety Response and Reporting Policy (which contains detailed information regarding mandatory reporting of child abuse incidents or concerns to relevant authorities and reportable conduct).

## Communication of the Policy

The Community Code of Conduct is available to all members of the School Community to access from the School's website. It is published in the respective staff and parent handbooks, available on Parent Lounge and on the School's Policy System.

## Related Policies

- Student Codes of Conduct
- Child Safety and Wellbeing Policy
- Child Safety Response and Reporting Policy
- Student Welfare and Safety Policy
- Volunteer Policy
- Contractor and Visitor Policy

## Policy Review

This Code will be reviewed annually or more often as circumstances require and approved by School Council. The next scheduled review date is November 2023.