

# Child Safety Code of Conduct

## Commitment to Child Safety

Camberwell Girls Grammar School 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 Camberwell Girls 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 Child Safety Code of Conduct, which aligns to Camberwell Girls Grammar School's (CGGS) mission and values, sets out the expected behaviour of all adults when interacting with the School. CGGS ("the School") is committed to providing an open, welcoming, inclusive, respectful and safe environment for all members of the School community.

The Code serves to provide guidance to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the School environment.

## Scope

The Child Safety Code of Conduct applies to:

- ◆ all staff members, including non-teaching staff and temporary or casual staff;
- ◆ the School Council;
- ◆ volunteers;
- ◆ parents, guardians, carers and other adult family members of students;
- ◆ Third Party contractors;
- ◆ external Education Providers;
- ◆ teacher candidates or other tertiary students on placement at the School;
- ◆ visitors;

together referred to as the "School Community" for the purposes of this Child Safety Code of Conduct.

Certain staff members, volunteers and contractors at the School may have professional or occupational codes of conduct that regulate their profession or occupation. These codes of conduct must also be complied with. In the event that the staff member, volunteer or contractor considers that there is a conflict between these codes of conduct

and the Child Safety Code of Conduct in a particular matter, the relevant staff member, volunteer or contractor must seek advice from their professional or occupational body and/or Child Safety Officer and must advise the Principal of their proposed course of action. The Child Safety Code of Conduct applies in all School environments including the following physical, virtual and online places used during or outside school hours:

- ◆ all School campuses;
- ◆ online or virtual environments made available or authorised by the School 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.

## Definitions

Term	Definition
School	Camberwell Girls Grammar School (CGGS, Camberwell Girls)
Parents	Parents, guardians, carers.
Students	All students enrolled at Camberwell Girls including International Students.
School Community	<ul style="list-style-type: none"> <li>◆ all staff members, including non-teaching staff, temporary, and casual staff.</li> <li>◆ the School Council.</li> <li>◆ volunteers.</li> <li>◆ parents, guardians, carers and other adult family members of students.</li> <li>◆ Third Party contractors.</li> <li>◆ external Education Providers.</li> <li>◆ teacher candidates or other tertiary students on placement at the School.</li> <li>◆ visitors.</li> </ul>

## Roles and Responsibilities

- ◆ The **Principal** and **Staff** will fairly and reasonably implement the Child Safety Code of Conduct.
- ◆ All **members of the School Community** have a responsibility to support this Code of Conduct, and support and promote safety of children, uphold CGGS' commitment to child safety at all times, adhering to our Child Safety and Wellbeing Policy.



# 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.

## Acceptable Behaviours

All **members of the School Community** have a responsibility to abide by the Child Safety Code of Conduct by:

- ◆ upholding and acting in accordance with the School's Statement of Commitment to Child Safety at all times.
- ◆ complying with applicable guidelines published by the School with respect to child safety, such as the Professional Boundaries Policy.
- ◆ behaving as a positive role model to students.
- ◆ promoting the safety, welfare and wellbeing of students.
- ◆ being vigilant and proactive with regard to student safety and wellbeing, including child protection issues.
- ◆ providing age-appropriate supervision for students.
- ◆ treating all students with respect.
- ◆ promoting the safety, participation and empowerment of students with a disability and/or learning needs.
- ◆ promoting the cultural safety, participation and empowerment of linguistically and/or culturally diverse students and Aboriginal and Torres Strait Islander students.
- ◆ supporting students and families of diverse sexuality and/or gender identity and act to promote their participation.
- ◆ supporting students living out of home, including international students.
- ◆ using positive and affirming language towards students.
- ◆ encouraging students to 'have a say', participate, and listen to them with respect.
- ◆ respecting cultural, religious and political differences.
- ◆ helping to provide an open, safe and supportive environment for all students to interact, and socialise.
- ◆ intervening when students are engaging in bullying behaviour towards others or acting in a humiliating or vilifying way.
- ◆ reporting any breaches of this Child Safety Code of Conduct.
- ◆ reporting concerns about child safety to one of the School's Child Safety Officers and ensuring that your legal obligations to report allegations are met.
- ◆ where an allegation of child abuse or other harm is made, ensuring as quickly as possible that the student involved is safe.
- ◆ calling the Police on Triple Zero (000) if you have immediate concerns for a student's safety.
- ◆ respecting the privacy of students and their families and only disclosing information to people who have a need to know.



## Unacceptable Behaviours

All **members of the School Community** must not:

- ◆ condone or participate in illegal, unsafe, abusive or harmful behaviour towards students – this includes physical violence, sexual abuse, emotional or psychological abuse, grooming, neglect or sexual misconduct.
- ◆ ignore or disregard any concerns, suspicions or disclosures of child abuse or other harm.
- ◆ exaggerate or trivialise child abuse issues.
- ◆ fail to report information to police if you know or suspect within reasonable belief that a student has been abused.
- ◆ 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 prejudicial or oppressive behaviour or inappropriate language with students.
- ◆ express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- ◆ engage in open discussions of an adult nature in the presence of students.
- ◆ engage in any form of sexual conduct with a student including 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 physical means or corporal punishment to discipline or control a student.
- ◆ engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- ◆ develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- ◆ engage in undisclosed private meetings with a student (that is not your own child).
- ◆ engage in meetings with a student (that is not your own child), outside of school hours and without permission from the School and the child's parents. In the case of pre-existing family relationships (for example, where a teacher at the School is also a Parent at the School), these are to be disclosed to the Principal.
- ◆ engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- ◆ engage in communication with a child that is not your own, via personal email addresses, social media accounts or mobile text messages.
- ◆ befriend a student or ex-student (less than 2 years) on social media.
- ◆ take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- ◆ post online any identifying information about a student unless it is necessary for the School's activities, or you have consent from the student and/or their parents/guardians. Identifying information includes such things as their full name, age, email address, telephone number, residence, school, or details of a club or group they may attend.
- ◆ enter changing facilities without first knocking.

## Consequences for Breaching the Child Safety Code of Conduct

If staff suspect that this Code of Conduct has been breached by another person in the School they are required to

- ◆ act to prioritise the best interests of the student(s).
- ◆ promptly take actions to ensure the student(s) are safe.

- ◆ as soon as possible, report the incident or concerns in accordance with the School's Child Safety Response and Reporting Policy, available on the School's website.
- ◆ maintain the privacy of those involved, following the School's recording, privacy and information sharing guidelines.

Any member of the School community who breaches this Child Safety Code of Conduct may be subject to disciplinary actions that may result in a range of measures including (depending on the severity of the breach):

- ◆ corrective education.
- ◆ 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.

Some breaches of this Code of Conduct may need to be reported to Victoria Police, to the Commission for Children and Young People, and/or other relevant organisations. The School's Child Safety Response and Reporting Policy provides more information about the School's reporting obligations to external authorities as well as describing protection and confidentiality provisions for anyone making a report.

## Reporting any Child Safety Concerns

Any breach of this Code of Conduct in relation to child safety is a child safety incident. Therefore, any member of the School community who witnesses, or suspects a child safety concern must report their concern internally and if required externally, in accordance with our Child Safety Response and Reporting Policy.

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 to a CCGS Child Safety Officer.

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. For more information refer to: 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).

## Related Documents

- ◆ Student Code of Conduct (Junior School)
- ◆ Student Code of Conduct (Secondary School)
- ◆ Staff Code of Conduct
- ◆ Parent Code of Conduct
- ◆ Professional Boundaries Policy
- ◆ Child Safety and Wellbeing Policy
- ◆ Child Safety Response and Reporting Policy
- ◆ Student Welfare and Safety Policy
- ◆ Volunteer Policy
- ◆ Visitor and Contractor Policy
- ◆ Complaints Management Policy – School Community



# Governance

## Document Details

Document Details	
Title	Child Safety Code of Conduct
Document Approver	Principal
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Document Owner	Principal
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Date of Next Review	January 2027

## Version Control

Version	Date	Description
1.0	January 2024	Converted from the old School Community Code of Conduct (for Adults). Updated to new template Added new related policies and documents.
1.1	January 2025	Updates to increase consistency amongst other Codes of Conduct
2.0	January 2026	General Updates

## Audience

Audience	Publication Location
Staff, Parents, Students, School Community	<a href="#">School's website</a>