

STUDENT

CODE OF CONDUCT (SECONDARY SCHOOL)

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

This Student Code of Conduct (Secondary School) sets out the standards of behaviour which Camberwell Girls Grammar School (CGGS) expects from all students when interacting with others at the school.

By following this Code, CGGS (the "School") aims for everyone to feel safe and happy in their learning environment, for all students to love learning and grow into caring people. These rules apply when students are using technology online in the classroom, in person in the classroom and the playground, at music and sports lessons and events, incursions, excursions, and school camps.

Scope

The Student Code of Conduct (Secondary School) applies to all students enrolled at the Secondary School (Middle and Senior Schools). This Code of Conduct outlines the School's guidelines for all students regarding the conduct expected of them whilst on School grounds, engaging in School-related activities, representing the School and otherwise interacting with the School. It is encouraged that students read this Code of Conduct with their parents, guardian or carer (together referred to as "Parent").

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

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

Definitions

Term	Definition
School	Camberwell Girls Grammar School (CGGS)
Students	All students enrolled at CGGS, including overseas students.
Staff	Teaching staff, CRTs (Casual Relief Teachers), volunteers
Parents	Parents, guardians and carers.

Roles and Responsibilities

The **Principal, Deputy Principal, Head of Senior School, Head of Middle School**, and **Staff** will fairly and reasonably implement the Student Code of Conduct (Secondary School).

All **Students** have a responsibility to:

- ◆ support this Code of Conduct.
- ◆ support and promote the safety of all students by:
 - ◆ listening to and supporting any student that has raised concerns / allegations of child abuse.
 - ◆ telling a Child Safety Officer if they have any child safety concerns for themselves or another student.
 - ◇ Child Safety Officer posters are located around the School campus.
- ◆ tell a Staff member if anyone has not followed this Code of Conduct.

Acceptable Behaviours

All students at CGGS are expected to:

- ◆ uphold the values of the School at all times (integrity, commitment, respect, hope and courage).
- ◆ treat everyone fairly, with courtesy, thoughtfulness and respect.
- ◆ use socially acceptable language at all times.
- ◆ listen to the ideas and opinions of others.
- ◆ respect other people's privacy.
- ◆ look after other people and School property.
- ◆ obey and abide by the School rules and relevant policies.
- ◆ report any dangerous activities to a Staff member.
- ◆ tell a teacher or a Child Safety Officer if they feel unsafe, or suspect others are unsafe.

Unacceptable Behaviours

All students at CGGS must NOT:

- ◆ engage in dangerous and violent activities.
- ◆ bully, intimidate or harass others (including Staff), ignore, isolate or dismiss anyone, talk over the top of others, move into their personal space or fingertip.
- ◆ sexually harass others (including Staff).
- ◆ put others at risk of harm.
- ◆ intentionally disrupt another student's learning.



- ◆ be in possession, distribute, sell or consume alcohol or substances containing alcohol or illegal drugs while representing the School and/or on school grounds.
- ◆ smoke or vape on school campus, in places used for school activities (such as camps, excursions and/or tours) or outside of school when in school uniform.
- ◆ share, tag or upload photographs of another student or Staff member on online platforms without their consent.
- ◆ have private, planned, social contact in person or online with a Staff member without consent of the Principal.
- ◆ engage in personal online activities with a Staff member such as on social media, instant messaging and email. School related activities on school platforms are acceptable.
- ◆ use social media at School or during a school event.
- ◆ create school-affiliated groups or pages on social media
- ◆ establish or run private school-groups or pages that use the school's logo, name or refer to the school, its students, or its staff on social media.
- ◆ exchange personal telephone numbers or personal email addresses with a Staff member.
- ◆ engage in any activity which might affect the School's reputation.

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 other people's best interest?
- ◆ Am I acting in the best interest of the School?
- ◆ What would my parents and teachers expect me to do?
- ◆ What would be the reaction if others knew about this behaviour?

Consequences for breaching the Student Code of Conduct

If a student fails to meet the expectations outlined in this Code of Conduct, the Head of Middle School, the Head of Senior School, the Principal, or their delegate may take one or more disciplinary actions such as:

- ◆ ask for an apology.
- ◆ give a warning.
- ◆ review the student's understanding of the Code of Conduct with the student and tell the student about the consequences should the unwanted behaviour continue.

Should the actions be assessed as serious, the School may cancel the student's enrolment and the School may have to report the behaviour under the law.

If a decision is felt unfair, a complaint can be made to the School by following the Complaints Management Policy – School Community.

Acknowledgement of the Code of Conduct

At the commencement of each school year, or upon commencement at CGGS, all Secondary School students will be required to acknowledge that they have read this Code of Conduct and complete an online form as acceptance and understanding of its contents. This information will then be recorded on the school database.



Other Related Policies

- ◆ Child Safety & Wellbeing Policy
- ◆ Child Safety Response & Reporting Policy
- ◆ ICT Acceptable Use Policy for Students – Secondary School
- ◆ Student Welfare and Safety Policy
- ◆ Complaints Management Policy – School Community
- ◆ Academic Integrity Policy
- ◆ Child Safety Code of Conduct
- ◆ Parent Code of Conduct
- ◆ Professional Boundaries Policy

Policy Review

This Code will be reviewed annually or more often if required. The next scheduled review date is January 2027.

Student Acknowledgement

Students are to acknowledge their commitment to the CGGS Student Code of Conduct (Secondary School) online with their Form/Tutor Teacher at the beginning of each school year or upon commencement.

The Head of Senior School or Middle School will take responsibility for this process.

By completing the online form, students acknowledge the Student Code of Conduct:

- ◆ I have read, understood and agree to abide by the information outlined in the Student Diary.
- ◆ I have been briefed on the School's Child Safety and Wellbeing Policy and Child Safety Response & Reporting Policy & obligations.
- ◆ I can access the latest copy of the School's Child Safety and Wellbeing Policy and Child Safety Response & Reporting Policy on myCGGS.
- ◆ I confirm that I know how to use the School's Child Safety Response & Reporting Procedures.
- ◆ I agree to my photo being stored and used for digital communications by the School.
- ◆ I understand that if I breach the School rules and/or expectations there will be consequences.
- ◆ I have read, understood and agree to follow the School's:
 - ◆ Academic Integrity Policy
 - ◆ ICT Acceptable Use Policy for Student (Secondary School)
 - ◆ Child Safety & Wellbeing Policy
 - ◆ Student Code of Conduct (Secondary School)
 - ◆ Smart Devices Policy
 - ◆ Student Uniform Policy