



## Child Safety Code of Conduct

This Child Safety Code of Conduct outlines expected behaviour of all adults who work with children and young people at Tombo Academy.

### 1. Aim

- 1.1 The purpose of the Child Safety Code of Conduct is to set boundaries and expectations for appropriate behaviours between adults and students. We consider the needs of our students and ensure they also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults at Tombo Academy.
- 1.2 The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the school environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. Where a staff member breaches the Code, Tombo Academy may take disciplinary action, including in the case of serious breaches, summary dismissal.
- 1.3 The School Board has endorsed this Child Safety Code of Conduct.
- 1.4 If you are a non-English speaker who needs help to understand this Code, please contact [admin@tombo.vic.edu.au](mailto:admin@tombo.vic.edu.au).

### 2. Scope

- 2.1 The Child Safety Code of Conduct applies to:
  - a) all staff, including non-teaching staff and temporary or casual staff\*
  - b) Volunteers
  - c) parents and carers
  - d) Third Party Contractors
  - e) External Education Providers
  - f) the School Board
  - g) teaching students on placement at the School
  - h) visitors

- i) our school community
- j) our school environment.

### 3. Definitions

Whenever we refer to:

- 3.1. **'school staff', 'staff' or 'staff member/s'** - this means any individual working in a school environment who is directly engaged or employed by a school governing authority (school proprietor, governing body or principal); a contracted service provider (whether or not a body corporate or any other person is an intermediary) engaged by a school governing authority; or a minister of religion, religious leader or employee or officer of a religious body associated with the school
- 3.2. **'Volunteer'** - this means a person who performs work without remuneration or reward for the school in the school environment
- 3.3. **'child connected work'** – this means work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present
- 3.4. **'school environment'** – this means all physical, online or virtual places made available or authorised by the school for use by a student during or outside hours, including (but not limited to) a campus of the school, online or virtual school environments and any other locations provided by the school or through a third party provider for a student to use, such as locations used for camps, delivery of education and training, sporting events, excursions, competitions or other events.

### 4. Considerations

- 4.1 This Child Safety Code of Conduct set out below is designed to stand alone. It can also be incorporated, in whole or in part, into broader codes of conduct that are developed by the School.
- 4.2 Certain staff members, Volunteers and Third Party 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 profession or occupational body and/or a Child Safety Officer and must advise the Principal of their proposed course of action.
- 4.3 This Child Safety Code of Conduct is made available to all staff, Volunteers, Third Party Contractors, families and students and others in our school community via our public website.

## 5. Acceptable behaviours

- 5.1 All staff, Volunteers, Third Party Contractors and other members of our school community involved in child-connected work are responsible for supporting and promoting the safety of children by:
- a) upholding our commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
  - b) treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
  - c) listening and responding 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 the safety of another child or student
  - d) promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander 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, trans and gender diverse, queer/questioning, intersex and asexual (LGBTQIA+) students
  - e) ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult
  - f) reporting any allegations of child abuse or other child safety concerns to our Child Safety Officers
  - g) understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our Reporting Obligations Policy and Procedure including following the Four Critical Actions for Schools
  - h) if child abuse is suspected, ensuring as quickly as possible that the student(s) is/are safe and protected from harm.

## 6. Unacceptable Behaviours

- 6.1 All staff, Volunteers, Contractors, and any other member of our school community involved in child-connected work must not:
- a) ignore or disregard any concerns, suspicions or disclosures of child abuse or harm

- b) develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
  - c) display behaviours or engage with students in ways that are not justified by the educational or professional context
  - d) ignore an adult's overly familiar or inappropriate behaviour towards a student
  - e) discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
  - f) treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
  - g) communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
  - h) photograph or video a child or student in a school environment except in accordance with the **Photographing, Filming and Recording Students Policy** or where required for duty of care purposes
  - i) consume alcohol against school policy or take illicit drugs in the school environment or at school events
  - j) have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.
- 6.2 The above behaviours are not exhaustive. For example, some behaviours may depend upon the students' age, developmental stage or special needs.
- 6.3 Our Child Safety Program also includes a Staff and Student Professional Boundaries policy that provides detailed guidance for all adults at the School on how to maintain professional boundaries between students and adults at Tombolo Academy.

## 7. Agreement to the Child Safety Code of Conduct

- 7.1 A copy of this Child Safety Code of Conduct is provided to all staff, Volunteers and Contractors engaged in child-connected work at induction, or otherwise prior to them commencing work at the School. It is also communicated via refresher training at regular intervals for all staff, Volunteers and relevant Contractors.

- 7.2 All staff and board members and volunteers must sign an agreement to adhere to this Child Safety Code of Conduct prior to commencing work at the School.
- 7.3 This Child Safety Code of Conduct forms part of the contract between the School and Contractors engaged in child-connected work. Therefore, all Contractors engaged in child-connected work are deemed to have agreed to adhere to the Child Safety Code of Conduct upon signing the contract or upon commencing work at the School.

## 8. Consequences for Breach of the Child Safety Code of Conduct

- 8.1 School staff, Volunteers, Third Party Contractors and any other member of the school community involved in child-connected work who breaches 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.
- 8.2 This includes (but is not limited to) the following actions depending on the nature of the relationship and the breach:
- a) remedial education
  - b) counselling
  - c) increased supervision
  - d) the restriction of duties
  - e) appointment to an alternate role
  - f) suspension
  - g) in the case of serious breaches, termination of employment, contract or engagement.
- 8.3 Where any other member of the School community breaches any obligation, duty or responsibility within the Child Safety Code of Conduct, Tombolo Academy will take appropriate action.
- 8.4 Breaches of this Code of Conduct may be reported in accordance with the Child Safety Responding and Reporting Policy and in our Child Safety Risk Register and may be subject to referral to the Police or another relevant authority.
- 8.5 All breaches and suspected breaches of the Code of Conduct must be reported to the Principal, by phoning (03) 9598 7552 or emailing [principal@tombolo.vic.edu.au](mailto:principal@tombolo.vic.edu.au). If the breach or suspected breach relates to the Principal, contact the Assistant Principal, at [admin@tombolo.vic.edu.au](mailto:admin@tombolo.vic.edu.au).

## 9. Report Any Concerns

- 9.1 Our Child Safe Program also includes information for members of the Board of Directors, staff and Volunteers engaged in child-connected work as to how to identify key risk

indicators of child abuse and to identify key risk indicators of child abuse and to report child abuse concerns to one of our School's nominated Child Safety Officers.

It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

- 9.2 Third Party Contractors, External Education Providers, Volunteers who are not engaged in child-connected work, students, parents/carers or other community members who have concerns that a child may be subject to abuse are asked to contact one of the School's Child Safety Officers.
- 9.3 Communications will be treated confidentially on a 'need to know basis'.
- 9.4 **Whenever there are concerns that a child is in immediate danger, the Police or Emergency Services should be contacted on 000.**

## 10. Review

- 10.1 Tombolo Academy is committed to the continuous improvement of our Child Safety Program. We have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices for overall effectiveness and to ensure compliance with all child safety related laws, regulations and standards.
- 10.2 Tombolo Academy reviews the Child Safety Code of Conduct at least every two years or after any significant child safety incident. We seek feedback from families and our School community in the development and review of our child safety and wellbeing policies and procedures. We record and analyse all complaints, concerns, and safety incidents to identify causes and systemic failures and inform continuous improvement. We report on the outcomes of relevant reviews to staff, Volunteers, the school community, and families and students.

## 11. Policy Administration

<b>Created date</b>	March 2023
<b>Policy Owner</b>	The Principal
<b>Consultation</b>	School Staff School Board
<b>Legislation</b>	Education and Training Reform Act 2006 (Vic) Victorian Child Safe Standards as implemented by Ministerial Order 1359 Worker Screening Act 2020 (Vic)
<b>Endorsed by</b>	School Board.
<b>Endorsed on</b>	June 2023

<b>Next review date</b>	June 2025
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