



Peninsula Grammar School Child Safe Code of Conduct

1. Introduction

Peninsula Grammar School (the **School** or **PGS**) is a child safe organisation which welcomes all children, young people and their families. We are committed to ensuring the safety and wellbeing of all children under the care and supervision of the School and recognise the importance of providing a supportive environment which respects the rights of children and fosters their development and wellbeing.

2. Purpose

This Child Safe Code of Conduct (the **Code of Conduct**) forms part of the School's Child Safety and Wellbeing Program and sets appropriate standards of behaviour for all adults interacting with students within our School community. It outlines clearly and plainly, what is and is not appropriate in fostering a child safe environment.

3. Scope

This Code of Conduct is applicable to all activities and locations where children are under the supervision or care of the School. This includes physical and virtual settings, and School boarding premises and environments.

Everyone associated with the School must abide by this Code of Conduct, including the Board of Directors, staff, parents and carers, students, visitors, volunteers, contractors and teacher students on placement at the School.

This Code of Conduct is available at the School's website and School intranet (Zenith).

4. Code of Conduct

To support the safety and wellbeing of children and young people, everyone is expected to:

- Behave as a positive role model to students
- Promote the safety, welfare and wellbeing of students
- Be vigilant and proactive with regard to student safety and child protection issues
- Provide age-appropriate supervision for students
- Comply with guidelines published by the School with respect to child protection
- Treat all students with respect
- Promote the safety, participation and empowerment of students with a disability
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students
- Use positive and affirming language toward students
- Encourage students to 'have a say' and then listen to them with respect
- Respect cultural, religious and political differences



- Help provide an open, safe and supportive environment for all students to interact, and socialise
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way
- Report any breaches of this Child Safe Code of Conduct
- Report concerns about child safety to one of the School's Child Safety and Wellbeing Officers and ensure that your legal obligations to report allegations externally are met
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe
- Call the Police on 000 if there are immediate concerns for a student's safety and
- Respect the privacy of students and their families and only disclose information to people who have a need to know.
- Not ignore or disregard any concerns, suspicions or disclosures of child abuse or inappropriate behaviour
- Not engage in inappropriate behaviour towards children or expose children to such behaviour
- Not use prejudice, oppressive behaviour or inappropriate language with children
- Not 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
- Not engage in open discussions of an adult nature in the presence of children
- Not engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material
- Not 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
- Not engage in any form of physical violence towards a child including inappropriately rough physical play
- Not use physical means or corporal punishment to discipline or control a child
- Not engage in any form of behaviour that has the potential to cause a child serious emotional or psychological harm
- Not to develop 'special' relationships with children that could be seen as favouritism through offering gifts, special treatment or inappropriate attention, or in any other way, breaches the School's Staff and Students Professional Boundaries Policy
- Not engage in undisclosed private meetings with a child that is not your own
- Not engage in inappropriate personal communications with a student through any medium, including phone, social networking profile or personal email
- Not take or publish (including online) photos, movies or recordings of a child without parental/carer consent
- Not post online any information about a child that may identify them such as their: full name; age; email address; telephone number; residence; School; or details of a club or group they may attend
- Not consume alcohol contrary to School Policy



5. International Students

There are specific child safety requirements for international students. The School must notify the Victorian Regulation and Qualifications Authority (VRQA) if an alleged abuse relates to an international student and where the School has issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter to that student, to undertake responsibility for approving their student's accommodation, support and general welfare. The School retains a legal obligation for international students even when they are not in the direct care of the School and monitoring and reporting procedures exists to support these students in all settings (holiday periods, homestay etc.).

6. Reporting concerns

The School's Child Safety and Wellbeing Program includes School policies to provide detailed guidance on how to maintain professional boundaries between students and adults, and how to report child abuse incidents, or suspected incidents, to the School and relevant authorities.

Anyone who is concerned that a child may be subject to abuse should contact a School's Child Safety and Wellbeing Officers (detailed in the *Child Safety and Wellbeing Policy*). Communications will be treated confidentially on a 'need to know basis'.

7. Breach

A breach of this Code of Conduct may result with disciplinary outcomes. For staff this includes disciplinary action up to and including dismissal and/or referral to the VIT. In some cases, the matter may be referred to Police, the Commission for Children and Young People (CCYP), and / or the Department of Families, Fairness and Housing. Students may face suspension or expulsion.

8. Relevant references and documents

Ministerial Order No. 1359

Child Wellbeing and Safety Act 2005

Child, Youth and Families Act 2005 (Vic)

Education and Training Reform Act 2006

Education and Training Reform Regulations 2017

Family Violence Prevention Act 2008

Peninsula Grammar School - Child Safety and Wellbeing Policy

Peninsula Grammar School - Child Safety Reporting Procedure

Peninsula Grammar School – Staff and Student Professional Boundaries Policy

Document Control

Document Name	PGS Child Safe Code of Conduct		
Version	1 - 2023.5		
Authorised Date	16/05/2023		
Review by	1/05/2025		
Document Type	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Other
Document Scope	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent/Community
Document Authoriser	Board of Directors		
Document Owner	Principal		
Communication Access	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Parent/Community
Published Location(s)	<input checked="" type="checkbox"/> Zenith (Internal)	<input checked="" type="checkbox"/> Zenith (Community)	<input checked="" type="checkbox"/> Website