

# 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. The school is committed to ensuring the safety and wellbeing of all children under its care and supervision and recognises the importance of providing a supportive environment which respects the rights of children and to foster their development and wellbeing.

### 2. Purpose

This Child Safe Code of Conduct (the **Code of Conduct**) forms part of the school's Child Safety policies, by setting appropriate standards of behaviour for all adults interacting with children and students within its 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 and young people are under the supervision or care of the school. This includes physical and virtual settings, and its 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.

### 4. Code of Conduct

The school supports and promote the safety and wellbeing of children and young people by:

- Behaving as a positive role model to students
- Promoting the safety, welfare and wellbeing of students
- Being vigilant and proactive about student safety and child protection issues
- Providing age-appropriate supervision for students
- Complying with its child safety and protection policies, procedures and practices
- Treating all students, children and young people with respect
- Promoting the safety, participation and empowerment of students with a disability
- Promoting the cultural safety, participation and empowerment of linguistically and culturally diverse students
- Using positive and affirming language toward students, children and young people
- Encouraging students to 'have a say' and then listen to them with respect
- Respecting cultural, religious and political differences
- Helping provide an open, safe and supportive environment for all students to interact, and socialise

- Intervening when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way
- Reporting any breaches of this Child Safe Code of Conduct
- Reporting 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, ensuring as quickly as possible that the student involved is safe
- Calling the Police on 000 if there are immediate concerns for a student's safety and
- Respecting the privacy of students and their families and only disclose information to people who have a need to know.

The school will not:

- Ignore or disregard any concerns, suspicions or disclosures of child abuse or inappropriate behaviour
- Engage in inappropriate behaviour towards children or expose children to such behaviour
- Use prejudice, oppressive behaviour or inappropriate language with children
- 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 children
- 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 physical violence towards a child including inappropriately rough physical play
- Use physical means or corporal punishment to discipline or control a child
- Engage in any form of behaviour that has the potential to cause a child serious emotional or psychological harm
- 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*
- Engage in undisclosed private meetings with a child that is not your own
- Engage in inappropriate personal communications with a student through any medium, including phone, social networking profile or personal email
- Take or publish (including online) photos, movies or recordings of a child without parental/carer consent
- Personally 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
- Supply, distribute or consume alcohol or smoke in the presence of students
- Supply, sell, distribute or use illicit drugs or prohibited substances in course of performing their work duties or at any time on school premises or locations where students are present

## 5. 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. Monitoring and reporting exists to support these students in all settings (holiday periods, homestay etc.).

## 6. Reporting concerns

The school's Child Safety policies set clear expectations and 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.

A person 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.

## 7. Breach

A breach of this Code of Conduct may result in disciplinary outcomes. For staff this includes disciplinary action up to and including dismissal and/or referral to the VIT. In some cases, it 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  
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

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