CHILD SAFETY CODE OF CONDUCT 2024-2026

Help for non-English speakers

If you need help to understand this policy, please contact Office cranbourne.east.sc@education.vic.gov.au.

Cranbourne East Secondary College (CESC) is committed to the safety and wellbeing of young people. Our school community recognises the importance of, and has a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It sets out the expected behaviour of adults with children and young people in our school and assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Cranbourne East Secondary College will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Cranbourne East Secondary College will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers, visitors and other members of the Cranbourne East Secondary College community are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

Acceptable behaviours

As staff, volunteers, contractors, visitors and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding to the CESC child safe policy at all times/upholding the CESC statement of commitment to child safety at all times
- adhering to our Child Safety and Wellbeing Policy
- taking all reasonable steps to protect children from abuse
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning a child's self-identification)

- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- promoting the safety, participation and empowerment of LGBTIQA+ students
- ensuring as far as practicable that adults are not left alone with a child
- reporting, in line with CESC mandatory reporting guidelines and policy, any allegations or suspected abuse or child abuse to the CESC Child Safety Officer or Assistant Principal, and ensuring any allegation is reported to the police or child protection and the PROTECT Four Critical Actions
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Unacceptable behaviours

As staff, volunteers, contractors, visitors and any other member of the Cranbourne East Secondary College school community involved in child-related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop any 'special' relationships with children that could be seen as favouritism or amount to 'grooming' behaviour (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example sitting on laps, hugging etc)
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- put children at risk of abuse (for example, by locking doors or being alone with students out of view of others)
- ignore behaviour by other adults towards students when they appear to be overly familiar or inappropriate
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- engage in open discussions of a mature or adult nature in the presence of children (for example personal social activities)
- use inappropriate language or sexual innuendo in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child because of disability, culture, race, ethnicity, or LGBTIQA+ identification
- have contact with a child or their family outside of CESC without the Child Safety Officer's knowledge and/or consent (for example, no tutoring outside the school environment). Accidental contact, such as seeing people outside an educational context, is unavoidable and as such not prohibited
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters or updating parents on students' progress for an educational purpose or related to school work)

- 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 school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes[1]
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy [2] or take illicit drugs under any circumstances.

Breaches to the Child Safety Code of Conduct

All CESC staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety 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.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the CESC Child Safety Code of Conduct must be reported to the Principal and Principal Team member, and then the relevant Year Level Leader, must be notified immediately.

If the breach or suspected breach relates to the principal, contact the Principal and Principal Team member, and then the relevant Year Level Leader, must be notified immediately.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to a member of the Principal Team.

If you believe a child is at immediate risk of abuse, the CESC Mandatory Reporting procedures must be followed. The Child Safety Officer or a Principal Team member, and then the relevant Year Level Leader, must be notified immediately.

I agree to adhere to this Code of Conduct.

Name: ……

Signature: …….

Date: …….

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website

Reference Footnotes

[1]SPAG: http://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx . The policy says the school should get consent before taking and publishing photos of a student. This applies every time a photo is taken. The same policy applies for excursions and school activities.

[2] SPAG: http://www.education.vic.gov.au/school/principals/spag/safety/pages/alcohol.aspx. The policy says the school must obtain school council approval before alcohol can be consumed on school grounds or at a school activity. The policy says staff members should not consume alcohol during camps and excursions. It is silent on whether they can consume alcohol at other school events where students are present, this is a matter that the school needs to decide upon – draft text is provided in the guidance fact sheet

Reviewed: Term 2 2024
Date of Next review: Term 2 2026

- Induction Process
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

Approval and review

Created date	Term 2 2024
Consultation	Consultation process during term 2 2024 included the following groups: • School council policy subcommittee • School council • Teaching staff – weekly news • Student representative committee (SRC)
Endorsed by	School Principal and School Council
Endorsed on	Term
Next review date	Term 2 2026 – minimum review cycle is 2 years or following a relevant child safety incident