



CODE OF CONDUCT FOR WORKING WITH STUDENTS POLICY

Camberwell Grammar School ("The School"):

- has zero tolerance for child abuse
- actively works to listen to and empower students
- has systems to protect students from abuse, and will take all allegations and concerns very seriously and respond to them consistently in line with the school's policies and procedures
- is committed to promoting cultural safety and a safe environment for all students, including Aboriginal and Torres Strait Islander students, students from culturally and/or linguistically diverse backgrounds, and students with a disability.

STATEMENT OF PURPOSE

The School has developed this Code of Conduct for Working with Students Policy to protect students, staff and the School by providing clear behavioural guidelines and expectations.

This policy is intended to be a guide, not an exhaustive list, of the standards and expectations required of all members of staff, including volunteers and those contracted to work with students, and should be read in conjunction with applicable legislative requirements and related school policies.

All staff will conduct themselves in an ethical and professional manner consistent with their role as school representatives and be positive role models for students. This means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of professional relationships. All members of staff are expected to uphold the standards of behaviour in the Code of Conduct below, and know that failure to comply with these standards will result in disciplinary measures and legal repercussions.

APPLICATION

This policy applies to all Camberwell Grammar School staff, students, volunteers, contractors and any other members of the school community.

DEFINITIONS

ABUSE occurs when an adult(s) or a student(s) causes harm to a student(s) either physically, emotionally, sexually, through neglect, or in some other way. Sexual abuse occurs if a child or young person is pressured or forced to take part in any kind of sexual activity, whether or not the child is aware of, or consents to, what is happening. Any activity which is humiliating, degrading, exploitative or sexual in nature, or could be perceived as such, with any student at our school is prohibited.

The School's CHILD SAFETY OFFICERS are members of staff to whom any member of the school community (staff, students, parents) should report if they suspect an act of child abuse has taken place or to raise any concern in relation to the safety and welfare of a student. At Camberwell Grammar School the Child Safety Officers are the Heads of School (Mr Howard Kelly, Mr Rob French, Ms Rachael Falloon) and the School Counsellors (Mrs Elizabeth Grant and Mrs Paulene Clarke).

Reviewed and updated by RAF: July 2016
Next Review: July 2017

*This is a controlled document. Hardcopies of this document are considered uncontrolled. Please refer to the Intranet - Staff Handbook (staff) or the School's Parent Portal (parents) for the latest version.

PROFESSIONAL CONDUCT

Employees of the school are required to undertake their duties in a professional and responsible manner and to act in the best interests of the school. Members of staff who are teachers are in a position of influence and must ensure that their conduct is within professional boundaries and according to legislative requirements when working with students.

Members of staff will:

- Conduct themselves in a manner that is consistent with the values and expectations of the school, the VIT Code of Conduct (teachers) and legislative requirements;
- Treat all students with respect;
- Provide a welcoming, inclusive and safe environment for all students;
- Keep confidential all information that they are party to regarding child protection cases, disclosing and discussing information only with the Headmaster, the School's Child Safety Officers or other parties as designated and according to the School's reporting procedures.
- Respect cultural differences
- Support students with a disability
- Encourage open communication between all students, parents, staff and volunteers and allow students to participate in the decisions that affect them when appropriate.
- Report any concerns of child abuse to the Headmaster or one of the School's Child Safety Officers.
- Be transparent regarding all of their actions and whereabouts.
- Take responsibility for ensuring that they do not place themselves in positions where there is a risk of allegations being made against them.
- Constantly assess their behaviour, actions, language and relationships with students to ensure that it is appropriate and respectful.
- Report any concerns or suspicions regarding suspected abuse by a fellow staff member through the School reporting mechanisms.

Members of staff will not:

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade students.
- Use inappropriate, offensive or discriminatory language when speaking with a student.
- Do things of a personal nature that a student can do for himself, such as assistance with toileting or changing clothes.
- Take students to their home.
- Hit or physically assault students.
- Develop sexual relationships with students or relationships with students that may be deemed exploitative or abusive.
- Behave provocatively or inappropriately with a student.
- Touch a student in an inappropriate, unnecessary or culturally insensitive way.
- Seek to make contact, and or spend time with any student that they come into contact within their role as a staff member of the School outside of designated school times and activities.

- Be 'Friends' with current students on their personal social media sites or any private sites. However, it is appropriate to have a social media presence as part of school-sanctioned groups. In these cases, clear expectations about content, use and access should be maintained. These school-sanctioned groups should also be closed groups where permission is sought by an administrator to gain access or where access is gained by invitation from an administrator.
- Hire students for work at their homes.
- Condone or participate in behaviour of students that is illegal, unsafe or abusive.
- While on an overnight camp, tour or other such event, sleep alone in a room with students or be the only member of staff with sleeping accommodation in the building.
- Be alone in a room or office where the door is closed and there is no line of sight of the occupants from the corridor/area outside.
- Act in a way that shows unfair or differential treatment of students.
- Photograph or video a student except for school use. Consent of parents is required for any publicity photography.
- Release or discuss any personal confidential information about suspected or proven child abuse or protection cases other than with the Headmaster or other parties as designated by him and according to reporting procedures.
- Use the School computers, mobile phones, video and cameras inappropriately, or use them for the purpose of exploiting or harassing students.

RELATED DOCUMENTS

This policy is to be read in conjunction with the objectives and aims of all other School policies concerning the welfare and protection of the students of the School. These include, but are not limited to:

- Anaphylaxis Management Policy
- Bullying Behaviour Policy
- Child Safety Policy
- Combined AGSV APS Sport Adverse Weather Policy
- Complaint & Grievance Policy
- Critical Incident Policy
- Dispensing Medications Policy
- Drug Policy
- Emergency Management Plan
- Enrolment Policy
- Evacuation by Ambulance Policy
- Examination Policy
- First Aid Policy

- Information Technology Access and Use Policy
- Managing Media Communications Policy
- Mandatory Reporting Policy
- Media Classification Policy
- Occupational Health and Safety Policy
- Privacy Policy
- Responding to Suspected Child Abuse Procedure
- Risk Management Policy
- Social Media - Principles of Student Use Policy
- Student Welfare Policy
- Trips & Tours Policy
- Work Experience Policy
- Workplace Relations Policy

REFERENCES

- The Victorian Institute of Teaching - [Teaching Profession Code of Conduct](#)
- Child Safe Standards - [Ministerial Order 870](#)
- [Crimes Amendment \(Sexual Offences\) Bill 2016](#)