| ***Policy: Code of Conduct*** |
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| **Date of next Review**: **Responsible for review:** *Principal*  ***Consultation*** | **Bright P-12 College Council Policy**BClogo2 | **Date Approved:** **Approving Authority**: College Council  |

**PURPOSE**

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Bright P-12 College and Dinner Plain Campus staff, volunteers, host families, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp), including our International Student Exchange Program.

| **Key Actions*****Acceptable Behaviours**** Uphold the school's commitment to child safety and adhere to the Child Safety and Wellbeing Policy.
* Treat students and families with respect both within and outside the school environment.
* Listen to and respond to students' views and concerns, especially regarding safety or abuse.
* Promote the cultural safety, participation, and empowerment of diverse student groups, including Aboriginal, culturally and linguistically diverse, disabled, international, and LGBTIQ+ students.
* Ensure adults are not alone with a student; one-to-one interactions should be in open spaces or within sight of another adult.
* Report any allegations of child abuse or safety concerns to designated school authorities.
* Understand and comply with all reporting and disclosure obligations, including mandatory reporting.
* Ensure the safety and protection of students if child abuse is suspected.

***Unacceptable Behaviours**** Do not ignore or disregard any concerns, suspicions, or disclosures of child abuse or harm.
* Avoid developing relationships with students that could be seen as favouritism or grooming.
* Do not display behaviours or engage with students in ways not justified by the educational or professional context.
* Do not ignore an adult’s overly familiar or inappropriate behaviour towards a student.
* Avoid discussing intimate topics or using sexualised language, except when necessary for the curriculum or professional guidance.
* Do not treat a student unfavourably based on disability, age, gender, race, culture, vulnerability, sexuality, or ethnicity.
* Avoid direct communication with students through personal or private channels unless related to schoolwork, extra-curricular activities, or urgent safety concerns.
* Do not photograph or video a student except in accordance with school policy or for duty of care purposes.
* Do not consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present.
* Avoid contact with students outside school hours unless necessary for curriculum delivery or professional guidance, with parental permission.

***Breaches to the Code of Conduct:**** Staff, volunteers, contractors, and other community members who breach the Code may face disciplinary procedures according to their employment agreement or relevant professional code.
* Manage reportable allegations in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and potentially refer to Victoria Police.
* Report all breaches and suspected breaches to the principal. If the breach involves the principal, contact the SEIL (Senior Education Improvement Leader).
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**Acceptable behaviours**

As Bright P-12 College, staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

* upholding our Bright P-12 College commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy.
* 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
* 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
* promoting the cultural safety, participation and empowerment of Aboriginal 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, transgender and intersex (LQBTIQ+) students
* 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.
* reporting any allegations of child abuse or other child safety concerns to the principal, assistant principals, wellbeing leading teacher or a member of the wellbeing team
* understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our ***child safety responding and reporting policy*** and procedures and the [PROTECT Four Critical Actions](https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf).
* if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

**Unacceptable behaviours**

As Bright P-12 College, staff, volunteers, contractors and member of our school community involved in child-connected work we must not:

* ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
* develop a relationship with any student that could be seen as favouritism or amount to ‘grooming’ behaviour (for example, by offering gifts)
* display behaviours or engage with students in ways that are not justified by the educational or professional context
* ignore an adult’s overly familiar or inappropriate behaviour towards a student
* discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
* treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
* 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
* photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](https://www2.education.vic.gov.au/pal/photographing-students/policy) or where required for duty of care purposes
* consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
* 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.

**Breaches to the Child Safety Code of Conduct**

All Bright P-12 College 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 Bright P-12 College Child Safety Code of Conduct must be reported to the principal. If the breach or suspected breach relates to the principal, contact the SEIL.

**COMMUNICATION**

This policy will be communicated to our school community in the following ways [please delete the options below in yellow if you do not intend to use these methods. Note that the first two methods are strongly recommended]:

* Available publicly on our school’s website
* Included in induction processes for relevant staff
* Included in our staff handbook/manual
* Discussed in an annual staff briefing/meeting
* Made available in hard copy from school Front Office upon request