
CSC - Child Safety Code of Conduct (2024 - 2026)



<i>Date implemented</i>	21 August 2024
<i>Author</i>	Justin Hird
<i>Date to be reviewed</i>	June 2026
<i>To be reviewed by</i>	Principal
<i>References</i>	Victorian Government Schools Reference Guide
<i>Approved by</i>	School Council
<i>Date</i>	21 August 2024
<i>Signature</i>	

A handwritten signature in blue ink, appearing to read 'Justin Hird', located below the signature label in the table.

Purpose

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

All Castlemaine Secondary College staff, volunteers, 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).

Acceptable behaviours

As Castlemaine Secondary 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 Castlemaine Secondary College commitment to child safety at all times and adhering to our Child Safety 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 (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone or in a secluded area 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 Assistant Principal, Wellbeing Leading Teacher (Wellbeing Assistant Principal in 2025) and/or 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](#)
- if child abuse is suspected, ensuring as quickly as possible that the student/s is safe and protected from harm.

Unacceptable behaviours

As Castlemaine Secondary College, staff, volunteers, contractors and members of our school community involved in child-connected work we must not:

- initiate any unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- initiate, permit or request unacceptable physical contact with children, e.g; hugging, patting or rubbing students on the back etc.
- engage in open discussions of a mature or adult nature in the presence of children.
- 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, paying special attention to / spending more time with a particular student, or asking a child to keep a secret).
- 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 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. Ideally staff should only contact students via school platforms or school phones, or otherwise ensure that their phone number is switched to 'private'.
- exchange personal contact details such as personal phone number, social networking sites or personal email addresses, without a genuine operational need.
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes.
- photograph or video a child using a personal device.
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present.
- work with children whilst under the influence of alcohol or illegal drugs.
- have contact with any student outside of school hours except in the following circumstances:
 - A. when needed to deliver the school curriculum or professional guidance and parental permission has been sought.
 - B. involvement in organised groups or sporting associations.
 - C. connection through mutual / family friends, whereby the students' family has full-disclosure about the staff members role with the school.

SOCIAL MEDIA

Staff are encouraged to keep all personal social media accounts 'private', to reduce the likelihood that a student will find and view their account.

Staff must not:

- 'friend' or accept a 'friend' request from a student on/using a personal social media account
- 'follow' a student on/using a personal social media account, unless it is objectively appropriate, for example where the student is also a family member of the staff member.

If a staff member becomes aware that a student at the school is 'following' them on a personal social media account (where 'following' an account does not require permission from the account holder), the staff member must ask the student to 'unfollow' them, and notify the school and/or parent/carer if the student does not do so. Where the option to 'block' the student from accessing their account is available, staff should utilise this function.

Communication

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

- available on Castlemaine Secondary College's website so that parents and other members of the school community can easily access information about CSC's Code of Conduct procedures.
- available publicly on our school's website
- included in staff induction processes and staff training
- included in staff handbook, Staff Central
- discussed at annual staff briefings/meetings (beginning of each year)
- reminders in our school newsletter
- hard copy available from school administration upon request

Breaches to the Child Safety Code of Conduct

All Castlemaine Secondary 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's Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Castlemaine Secondary College Child Safety Code of Conduct must be reported in writing to the principal or assistant principal. Students may wish to report to the Wellbeing Team, another identified staff advocate, who will then report to the principal class.

If the breach or suspected breach relates to the principal, contact the Senior Education Improvement Leader in the Loddon Campaspe Area, Northwestern Victoria Region, nwvr@education.vic.gov.au or via phone on 1300 338 691.

Consultation and providing feedback

At CSC we encourage involvement from students and families in relation to all policies. Consultation of this policy occurred through XUNO from 22 - 29 May, 2024. Please email castlemaine.sc@education.vic.gov.au to provide additional suggestions.

Approval and review

Created date	May 2024
Consultation	School Council and student families
Endorsed by	Justin Hird- Principal
Endorsed on	21 August 2024
Next review date	August 2026