

# 135-3 Child Safe Code of Conduct Form

## Purpose

1. The Child Safe Code of Conduct outlines the expected standards and behaviours of adults with children and young people at Community College Gippsland (CCG) and ECG College.
2. (ECG College is to be referred to as CCG for the purpose of this Code of Conduct)
3. All Board Members, staff, volunteers, contractors, and service providers including any other adult involved in child-connected work must follow the Child Safe Code of Conduct.
4. The Child Safe Code of Conduct applies to all physical and online environments used by students. It applies during and/or outside of campus/school hours and in other locations provided by CCG for student use (for example, a school camp and excursions).

## Scope

5. All personnel engaged by CCG.
6. All Board Members, staff, teacher/trainers, volunteers, and training contractors will be referred to as staff of CCG for the purpose of this Code of Conduct.
7. All staff are required to read, acknowledge, and sign the Child Safe Code of Conduct upon initial engagement with CCG or for all staff when the Code is revised.

## CCG Child Safe Code of Conduct

### Acceptable behaviours

8. All staff and any other member of the CCG community involved in child-connected work are responsible for supporting and promoting the safety of children by:
  - upholding CCG's commitment to child safety at all times and adhering to our Child Safe Policy and supporting procedures
  - treating students and families of CCG's community with respect both within our campus environment and outside our campus environment as part of normal social and community activities

Document ID:	135-3 Child Safe Code of Conduct			No. of pages:	1 of 3
TOID:	4181	School No:	2062	Previous Revision:	May 2023
Revision No.:	1	Revision date:	Feb 2024	Next revision:	Feb 2026 or as required

- 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, queer, and intersex and asexual (LGBTIQIA+) 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 Senior Management Team or Child Safe Champions
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our Child Safe Reporting and Complaints procedures. Available at reception, the website and on SharePoint and in line with the PROTECT Four Critical Actions.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

## Unacceptable behaviours

9. All staff and members of the CCG Community involved in child-connected work 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 learning 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 (using the CCG work phone) is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter.

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- photograph or video a child or student in a campus/school environment except in accordance and with signed agreement of the Image and Marketing Consent Form or where required for duty of care purposes
- consume alcohol or take illicit drugs during the timeframes engaged with CCG and where students are present
- have contact with any student outside of campus/school hours except when needed to deliver the school/learning curriculum or professional guidance and parental permission has been sought

## Breaches to the Child Safety Code of Conduct

10. All staff and members of the CCG Community involved in child-connected work who breach this Child Safe 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.
11. 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 CCG's Child Safe Reporting and Complaints policy and procedures and may be subject to referral to Victoria Police.
12. All breaches and suspected breaches of CCG's Child Safe Code of Conduct must be reported to the Chief Executive Officer(CEO) or a Senior Leadership Team member in the CEO's absence.
13. If the breach or suspected breach relates specifically to a CCG staff member, the CEO must be the first point of contact.

## Acknowledgement

By signing this Child Safe Code of Conduct and Acknowledgment Form you acknowledge CCG is a Child Safe organisation and your responsibility to abide by this Code.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position with CCG (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

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