



Braemar College

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# Child Safety Code of Conduct



## RATIONALE

Braemar College has a zero tolerance of child abuse and is committed to the wellbeing and protection of children by establishing and maintaining child safe and child friendly environments.

The Code of Conduct forms part of the College's strategies that promote and embed an organisational culture of child safety. It aims to protect children and reduce the risk of opportunities for abuse or harm of children by providing guidance for appropriate behavior and the parameters for acceptable and unacceptable relationships.

## SCOPE

This policy is applicable to all members of the Braemar College community including:

- The College Board of Directors (Governors)
- The College Leadership Team
- The College staff
- All contractors
- Volunteers

This Child Safety Code of Conduct does not replace any legislative or regulatory obligations or applicable professional codes of conduct that applies to workers at the college, such as, Victorian Institute of Teaching Professional Code of Conduct.

## PURPOSE

This Code of Conduct is in accordance with Ministerial Order No. 1359 (Child Safe Standards – Managing the Risk of Child Abuse in Schools).

Through the application of this Code of Conduct, we at Braemar College aim to outline:

- Appropriate and Acceptable Behaviour
- Inappropriate and Unacceptable Behaviour
- Professional standards of behaviour for all adults when interacting with children / students at Braemar College
- A culture of child safety
- The possible consequences should the code of conduct be breached.

## IMPLEMENTATION AND PROCEDURES

This Code of Conduct must be adopted at all College operational activities including overnight camps, overseas trips, transport travel (bus, train, plane etc), first aid, counselling, tutoring, co-curricular activities, sporting events, fund raising events and working bees.

### Standard of conduct

The standard of conduct to our children / students should be professional at all times and within the ethical parameters of appropriate and acceptable behaviours.

Braemar College has the following expectations of behaviours and boundaries for all adults interacting with students within our School community. This includes all teaching staff, general staff, the College Board, Volunteers, Third Party Contractors, External Education Providers and parents/carers.



### Appropriate and Acceptable Behaviour

All adult members of the Braemar College community are responsible for supporting the safety of our children / students by observing the following expectations:

- Adhering to Braemar College's Child Safety Policy and upholding the College's commitment to child safety at all times.
- Taking all reasonable steps to protect children / students from abuse.
- Treating everyone in the Braemar College community with respect.
- Listening and responding to the views and concerns of children / students, particularly if they are telling you that they or another student has been abused or that they are worried about their safety or the safety of another child / student.
- Promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal 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).
- Ensuring as far as practicable that adults are not left alone with a child / student.
- Reporting any allegations of child abuse to a member of the College's Leadership Team, and ensuring any allegation is reported to the police or child protection.
- Reporting all reportable offences to VIT that are identified in the ETR Act 2016
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*.
- If an allegation of child abuse is made, ensuring as quickly as possible that the child / student is safe.

### Inappropriate and Unacceptable Behaviour

All adult members of the Braemar College community must not:

- Ignore or disregard any suspected or disclosed child abuse
- Develop any 'special' relationships with children / students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- Exhibit behaviours with children / students which may be construed as unnecessarily physical
- Put children / students at risk of abuse
- Initiate unnecessary physical contact with children or students or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- Use inappropriate language in the presence of children / students
- Express personal views on culture, race or sexuality in the presence of children
- Discriminate against any child because of age, gender, culture, race, vulnerability, sexuality, ethnicity or disability
- 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 and operational matters

- Photograph or video a child / student without the consent of the parent or guardians
- Work with children / students whilst under the influence of alcohol or illegal drugs
- Consume alcohol or drugs at school or at a school event in the presence of children unless the event is a formal function where alcohol is provided with the approval of the Principal.

### Reporting Obligations

All members of the Braemar College community must report breaches of this Code of Conduct to a member of the Senior Leadership Team:

- Principal
- Business Manager
- Head of Operations
- Head of Senior School
- Head of Middle School
- Dean of Learning and Teaching
- Human Resources Manager

All reports or concerns will be treated confidentially and immediately actioned. Care will be taken to ensure appropriate privacy protocols are followed when storing information and forwarding to the regulatory body.

For registered teachers any charges, committals for trial or convictions in relation to sexual offences must be reported to the Victorian Institute of Teaching.

Concerns that a child / student is in immediate danger or risk of abuse should be forwarded to the Victorian Police by phoning 000.

### Breaches of this Code of Conduct

Any employee who breaches this code of conduct will be liable for disciplinary action which could include suspension from duties or the termination of employment.

Any contractor or volunteer who breaches this code of conduct may face termination of their engagement or contract.

### Further information

Further information concerning any aspect of this code of conduct may be directed to the Principal and/or his delegate.

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| <b><i>This policy was ratified/reviewed by the Braemar College Leadership Team on</i></b> | July 2026 |
| <b><i>Next review date</i></b>                                                            | July 2028 |

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