

# Child Safe Code of Conduct Policy Child Protection Program



Beaconhills  
College

The *Child Safe Code of Conduct* lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour along with defining acceptable and unacceptable relationships. For more detailed guidance refer to Beaconhills' *Staff and Student Professional Boundaries Policy*.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children. When everyone is educated about the *Child Safe Code of Conduct* and the reasons it is so important to uphold, the College environment becomes much more transparent and people are accountable for their behaviour. Above all, the *Child Safe Code of Conduct* helps to protect children from harm.

The *Child Safe Code of Conduct* applies to:

- all staff members, including non-teaching staff and temporary or casual staff
- homestay families
- volunteers
- parents and carers
- third party contractors
- the Board
- university (pre-service teachers) students on placement at Beaconhills
- visitors.

The *Child Safe Code of Conduct* set out below is designed to stand alone. It can also be incorporated as a whole or partially into broader codes of conduct developed within the College, including other professional or occupational codes of conduct that regulate particular staff at Beaconhills.

Certain staff members, volunteers and third party contractors at Beaconhills may have professional or occupational codes of conduct that regulate their profession or occupation. These codes of conduct must also be complied with.

In the event where a staff member, volunteer or third party contractor identifies conflicts between their codes of conduct and the *Child Safe Code of Conduct* regarding a particular matter, the relevant staff member, volunteer or third party contractor must seek advice from their professional or occupational regulatory body and/or a Child Protection Officer, and must advise the Headmaster/Executive Principal of their proposed course of action.

Beaconhills' *Child Safe Code of Conduct* is available to all staff, volunteers, families and students via our public website.

---

## OUR CHILD SAFE CODE OF CONDUCT

Beaconhills' *Child Safe Code of Conduct* outlines appropriate standards of behaviour for all adults towards students. Revised annually, our *Code* serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. Where a staff member breaches the *Code*, Beaconhills College may take disciplinary action, including summary dismissal in the case of serious breaches.

Beaconhills College has the following expectations of behaviours and boundaries for all adults interacting with students within our Beaconhills community. This includes all teaching staff, non-teaching staff, the Board, homestay families, volunteers, third party contractors, external education providers and parents/carers.

The College Board of Directors has endorsed this *Child Safe Code of Conduct*.

#### DO:

- behave as a positive role model to students.
- promote the safety, welfare and wellbeing of students.
- be vigilant and proactive with regard to student safety and child protection issues.
- provide age appropriate supervision for students.
- comply with *Child Protection* guidelines published by the College.
- treat all students with respect.
- promote the safety, participation and empowerment of students with a disability.
- promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
- use positive and affirming language towards students.
- encourage students to 'have a say' and participate, and then listen to them with respect.
- respect cultural, religious and political differences.
- help provide an open, safe and supportive environment for all students to interact, and socialise.
- intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- report any breaches of this *Child Safe Code of Conduct*.
- report child safety concerns to one of Beaconhills' child safe officers and ensure that your legal obligations to report allegations externally are met.
- where an allegation of child abuse is made, ensure that the student involved is safe as quickly as possible.
- call the police on 000 if you have immediate concerns for a student's safety.
- respect the privacy of students and their families and only disclose information to people who have a need to know.

#### DO NOT:

- engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- use prejudice, oppressive behaviour or inappropriate language with students.
- express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- engage in open discussions of an adult nature in the presence of students.
- engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- engage in any form of physical violence towards a student including inappropriately rough physical play.
- use physical means or corporal punishment to discipline or control a student.
- engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- develop 'special' relationships with students that could be seen as favouritism (for example, offering gifts or special treatment for specific students).
- engage in undisclosed private meetings with a student that is not your own child.
- engage in meetings with a child that is not your own, outside of school hours and without permission from the College and the child's parent.
- engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- post online any information about a student that may identify them such as their: full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend.
- ignore or disregard any suspected or disclosed child abuse.

Our Child Protection Program includes the *Staff and Student Professional Boundaries Policy* which provides detailed guidance for all adults at the College on how to maintain professional boundaries between students and adults at Beaconhills College.

# AGREEMENT TO CHILD SAFE CODE OF CONDUCT

All staff, direct contact volunteers and direct contact contractors are provided with a copy of the *Child Safe Code of Conduct* either at induction, or otherwise before starting work at the College. The *Code* is also communicated via refresher training at regular intervals for all staff, as well as direct contact volunteers and direct contact contractors.

Before to starting work at the College, all staff, as well as direct contact volunteers, must sign an agreement to adhere to the *Child Safe Code of Conduct*.

The *Child Safe Code of Conduct* forms part of the contract between the College and any direct contact contractors. Therefore, all direct contact contractors are deemed to have agreed to adhere to the *Child Safe Code of Conduct* upon signing the contract or upon starting work at Beaconhills.

Parents/carers enrolling children are also provided a copy of the *Child Safe Code of Conduct* and must sign an agreement to abide by the *Child Safe Code of Conduct* upon enrolment.

---

## CONSEQUENCES FOR BREACHING THE CHILD SAFE CODE OF CONDUCT

Staff, including the College Executive Team (CET) and the Headmaster/Executive Principal, volunteers and contractors who breach the *Child Safe Code of Conduct* may be subject to disciplinary actions, depending on the severity of the breach, including:

- remedial education
- counselling
- increased supervision
- the restriction of duties
- appointment to an alternate role
- suspension or in the case of serious breaches, termination of employment, contract or engagement.

Where any other Beaconhills community member breaches any obligation, duty or responsibility within the *Child Safe Code of Conduct*, Beaconhills College will take appropriate action.

# REPORT ANY CONCERNS

The College also provides the Board, staff and volunteers with information on identifying key risk indicators of child abuse and on how to report child abuse concerns to one of Beaconhills' nominated child safe officers.

This information includes detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

Third party contractors, external education providers, homestay families, volunteers, students, parents/carers or other community members who have concerns that a child may be subject to abuse are asked to contact one of Beaconhills' child safe officers. Communications will be treated confidentially on a 'need to know basis'.

Whenever there are concerns that a child is in immediate danger, the police should be contacted on 000.

**Approved and validated by the Board, October 2021.**



BEACONHILLS COLLEGE

**PAKENHAM CAMPUS**

30-34 Toomuc Valley Rd,  
Pakenham VIC 3810

**BERWICK CAMPUS**

92 Kangan Dr,  
Berwick VIC 3806

1300 002 225

[enquiries@beaconhills.vic.edu.au](mailto:enquiries@beaconhills.vic.edu.au)

[www.beaconhills.vic.edu.au](http://www.beaconhills.vic.edu.au)

CRICOS Provider No 03182J

A SHINING LIGHT IN EDUCATION