



# CODE OF CONDUCT

## CHILD SAFETY & WELLBEING

Whenever there are concerns that a child is in immediate danger the Police should be called on 000

Or the local 24-hour Police Station:

Bayside Police – 03 8530 5100

Moorabbin Police – 03 9556 6565

St Kilda Police – 03 9536 2666

### Purpose

The Firbank Grammar School Child Safe Code of Conduct outlines appropriate standards of behaviour for all adults towards children and young people at Firbank Grammar School and Boarding Premises.

The Code of Conduct serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the School environment.

All adults interacting with students within our School community must comply with this Code of Conduct. This includes all teaching staff, non-teaching staff, the School Board, Volunteers, Third Party Contractors, External Education Providers, parents/carers, Ministers of Religion and any other adult within our community who is involved in child-connected work.

The Child Safe Code of Conduct applies in all school and Boarding House environments, to all students. These environments include:

- Physical environments both on and off campus for the delivery of normal classroom activities, for all extracurricular activities, incursions, excursions, camps, tours, etc.
- Virtual and online places used by a student or Boarding student at any time.
- Both inside and outside usual school hours, including weekends.

The Child Safe Code of Conduct is made available via our public website. The School revises the Code annually. The School's School Board has endorsed this Child Safe Code of Conduct.



NOTE: all reference to the 'School' in this policy includes the School Boarding Premises

## Application

The Code of Conduct is not designed to cover every situation; School staff must use their own professional judgement in applying the code to individual contexts.

This code is part of the School's Child Safety and Wellbeing program and should be read with the School's Child Safety and Wellbeing Policy and the definitions in that policy. The Code is intended to compliment child protection legislation, the School's other policies in relation to the safety and wellbeing of children and young people, the school's mandatory reporting and other reporting obligations requirements, and Victorian Institute of Teaching Code of Conduct.

Some staff members, Volunteers and Contractors may have other professional or occupational codes of conduct that regulate their profession or occupation. These codes of conduct must be complied with. If the staff member, Volunteer or Contractor considers that there is a conflict between their professional or occupational code of conduct and the Child Safe Code of Conduct in a particular matter, the relevant staff member, Volunteer or Contractor must seek advice from their professional or occupational regulatory body and/or a Child Protection Contact and must advise the Principal of their proposed course of action.

## Professional Conduct

### Acceptable Behaviours

All Firbank Grammar School staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible and supported by the School in implementing and promoting the safety of children by:

- Upholding our commitment to Child Safety and Wellbeing and acting in accordance with Firbank's Child Safety and Wellbeing Policy, and all related guidelines and requirements always.
- Be vigilant and proactive in promoting the safety, welfare and wellbeing of children and child protection issues, including but not limited to providing appropriate training of all students, staff, volunteers and contractors on child safety and wellbeing.
- Provide age-appropriate supervision for 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.
- Treat all students with respect, 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.
- Promote 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.
- Use positive and affirming language towards students.
- Behave as a positive role model to students.
- 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.
- Maintain appropriate procedures to ensure all staff, paid or unpaid, are fit and proper persons to work with children, in and outside of school hours, in both physical and virtual environments.
- Report any breaches or concerns about child safety to one of the School's Child Safety Officers as soon as reasonably possible.
- Where an allegation of child abuse or other harm is made, ensure as quickly as possible that the student involved is safe and protected from further harm.
- Understand and comply with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety and wellbeing policy and procedures and the [PROTECT Four Critical Actions](#).
- Call the Police on 000 if there are 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.

## Unacceptable behaviours

All Firbank Grammar School staff, volunteers, contractors, and any other 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
- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour, including but not limited to the use of prejudice, oppressive behaviour or inappropriate language with students.



- Express personal views on cultures, race or sexuality in the presence of students.
- Treat unfavourably any student based on age, gender, sexuality, vulnerability, culture, race, ethnicity, religion, appearance, or disability.
- Engage in open discussions of an adult nature in the presence of students where the context could reasonably be construed as inappropriate.
- 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.
- 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.
- 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.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- 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 School 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.

Our Child Protection Program includes a Staff and Student Professional Boundaries policy that provides detailed guidance for all adults at the School on how to maintain professional boundaries between students and adults at Firbank Grammar.

## **Agreement to the Child Safety Code of Conduct**

A copy of the Child Safe Code of Conduct is provided to all Staff, relevant Volunteers and relevant Contractors at induction, or otherwise prior to them commencing work at the School. It is also communicated via refresher training at regular intervals for all Staff, as well as Direct Contact Volunteers and Direct Contact Contractors. All Staff, as well as Direct Contact Volunteers, must agree to adhere to the Child Safe Code of Conduct prior to commencing work at School. All adults are deemed to have agreed to adhere to the Child Safe Code of Conduct upon signing an employment or engagement contract or upon commencing work at the School.

A copy of the Child Safe Code of Conduct is provided to parents/carers, who must sign an agreement to abide by the Child Safe Code of Conduct on enrolment.

## **Consequences for breaching the Code of Conduct**

Staff, including the School Leadership Team and Principal, Volunteers and Contractors who breach the Child Safe Code of Conduct may be subject to disciplinary actions that may result in a range of measures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement and may include (depending on the severity of the breach):

- 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 member of the School community breaches any obligation, duty or responsibility within the Child Safe Code of Conduct, Firbank Grammar will take appropriate action which may include exclusion from school grounds or school events.

Firbank will comply with reporting requirements to any external authority for any breach which meets the threshold for external reporting, as outlined in our Child Safety and wellbeing policy.

### Reporting any concerns

Any adult who witnesses, or suspects any breach of this code, or who has concerns that a child or young person associated with the School may be at risk of abuse or harm must report it to the schools Head of Campus as soon as reasonably possible.

Staff making any such reports in good faith will be protected from victimisation or other adverse consequences.

Reports can be made:

Turner House	<a href="mailto:thchildsafety@firbank.vic.edu.au">thchildsafety@firbank.vic.edu.au</a>
Sandringham House	<a href="mailto:shchildsafety@firbank.vic.edu.au">shchildsafety@firbank.vic.edu.au</a>
Senior School	<a href="mailto:sschildsafety@firbank.vic.edu.au">sschildsafety@firbank.vic.edu.au</a>

If the concern relates to the Head of Campus, please contact the Principal, Jenny Williams, by phoning 9591 5188 or email [jwilliams@firbank.vic.edu.au](mailto:jwilliams@firbank.vic.edu.au)

If the concern relates to the Principal, Jennine Ross, Chair of the Board by phoning 9591 5188.

### Approval

Approval and Review	Details
Policy issue date June 2025	Document updated by Risk and Compliance Manager
Next review date June 2027	Document reviewed by Principal, Head of Senior Campus
	Document endorsed by School Board
	Date endorsed. June 2025



The school community may provide feedback on this document by emailing:  
[jwilliams@firbank.vic.edu.au](mailto:jwilliams@firbank.vic.edu.au)



Interpreter

Help for non-English speakers.

If you need help to understand this policy, please contact us at  
[enquiries@firbank.vic.edu.au](mailto:enquiries@firbank.vic.edu.au)

