



If you require access to this policy in a language other than English, please contact the Principal’s office on 9016 2000

## Code of Conduct for Visitors and others who have incidental contact with students

*This Code is for those who do not have direct contact with students, incidental contact only.*

### 1. Introduction

Penleigh and Essendon Grammar School is committed to supporting a culture of safety, trust and respect. The school has a policy of zero tolerance for child abuse and recognises its obligation that all Contractors, Volunteers and Visitors involved in **child-connected work** are aware of their responsibilities and register their intention to adhere to this Code of Conduct.

The following Code of Conduct is supplemented by Child Safety Policy and Procedures to Protect Children from Abuse. These documents describe our commitment to Child Safety and outline procedures for responding to and reporting incidents of abuse. Our Privacy Policy sets out how we collect, use, disclose and manage personal information and should be consulted with reference to your agreement to the Code of Conduct.

Refer to the **Code of Conduct for Staff and others who interact with students** for additional information for adults involved in **child-related work**.

Parents and caregivers are also reminded of expectations for their cooperation as summarized in the **Parent Code of Conduct**.

### 2. Purpose

The Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. The code also clarifies behaviours that are not acceptable in our physical and online environments.

The code addresses the responsibilities of adults involved in **child-connected work** to comply with requirements under the Victorian Child Safe Standards.

Contractors, Volunteers and Visitors in scope for this Code of Conduct will acknowledge their agreement electronically via our sign-in system (PASSTAB).

### 3. Scope

This Code of Conduct applies to all adults, including contractors and volunteers, who are involved in **child-connected work** in the school environment, which may be physical or online, during or outside school hours, and may be while students are present but usually without direct contact with students. The Code of Conduct also applies to visitors, including parents and caregivers, who enter school premises while students are present.

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*Printed copies of this document are considered uncontrolled.*

#### 4. Definitions

| Term                 | Meaning   |
|----------------------|---|
| Child-related work   | <ul style="list-style-type: none"> <li>• involves an adult working with children under 18 years old (both paid and unpaid work)</li> <li>• having direct contact with children (physical, face-to-face, written, oral or electronic contact) and</li> <li>• is a usual part of the person's duties (and is not occasional or incidental to their work)</li> </ul> <p>Source: <a href="#">Ministerial Order 1359</a></p>   |
| Child-connected work | <ul style="list-style-type: none"> <li>• work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present</li> <li>• occasional direct or indirect contact with children that is incidental to the work may occur</li> </ul> <p>Note: Working with Children clearance is required by law only for people who engage in child-related work. Schools may also choose to require suitability checks (including Working with Children clearance) for visitors and volunteers engaging in child-connected work.</p> <p>Source: <a href="#">Ministerial Order 1359</a></p> |
| Child abuse          | <p>Child abuse includes any act committed against a child involving</p> <ul style="list-style-type: none"> <li>• A sexual offence</li> <li>• Grooming</li> <li>• Physical violence</li> <li>• Serious emotional or psychological harm</li> <li>• Serious neglect of a child</li> </ul> <p>Source: <a href="#">Child Wellbeing and Safety Act 2005</a></p>   |

#### 5. Code of Conduct

All adults involved in child-connected work at the school, including contractors, volunteers, and visitors, are required to observe child safe principles and expectations for appropriate behaviour. Parents and caregivers are also reminded of expectations for their cooperation as summarized in the Parent Code of Conduct.

Appropriate behaviour includes:

- avoiding interactions with students other than those essential to carrying out the contracted tasks or purpose of the visit
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- if incidental contact with students does occur, ensure the interaction is respectful and sensitive to the student's unique diversity or vulnerabilities (such as students who may be First Nations Australian children, culturally and linguistically diverse, gender diverse, or may have a disability)
- listening and responding to the views and concerns of students, particularly if they are reporting that they or another student has been abused and/or are worried about their safety or the safety of another
- ensuring as far as practicable that unauthorised adults are not left alone in an area with a single student
- reporting any allegations of child abuse to the Principal, Vice Principal or the school staff member supervising the contracted works or visit and ensuring any allegation is reported to the police or child protection
- reporting any child safety concerns to the Principal, Vice Principal or the school staff member supervising the activity, contracted works, or visit

- if an allegation of abuse is made, ensuring as quickly as possible that all students are safe.

Unacceptable behaviour:

- do not have any physical contact with students
- do not have discussions of a mature or adult nature in the presence of students, or make jokes or innuendos of a sexual nature
- do not use or condone obscene gestures or pornographic material on school property
- do not permit access to sexually explicit material on school property
- do not express personal views on cultures, race, or sexuality in the presence of students
- do not discriminate against any student, including because of age, disability, vulnerability, culture, race, ethnicity, sexuality, or gender preference.

Additional information:

- do not initiate contact with a student outside of school (in-person, online or via telephone)
- do not have contact with a student outside of school (in-person online or via telephone) except with the permission of the student's parent or guardian
- report to the Head of Section, Vice Principal or Principal any conduct encountered online which you consider may put a child's safety at risk
- do not take photographic images of students except for designated school purposes for which parental permission has been given. Such images should not be stored on a personal device but must be transferred to a school file within seven days as specified in the Photography Protocol and deleted from a personal device
- do not publish or upload photographic or audio material of a student to any location without the consent of the student's parent and the school.

**Any breach of this code may result in cessation of engagement with the school. Depending on the circumstances, the school may also refer the matter to the police.**

**Report any suspected or disclosed child abuse to the Principal, Vice Principal, Head of Section, or your supervisor.**

*If you believe a child is at immediate risk of abuse phone 000.*

## **6. Related Legislation, Regulations and Standards**

Child Wellbeing and Safety Act 2005 (Vic)

Crimes Act 1958 (Vic)

Victorian Child Safe Standards (2022)

## **7. Related Documents**

Child Safety Policy

Code of Conduct for Staff and others who interact with students

Parent Code of Conduct

Photography Protocol

Privacy Policy