

# Child Safety Code of Conduct



## Help for non-English speakers

If you need help to understand the information in this policy please contact the General Office.

## PURPOSE

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All St Albans Secondary College staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

## Acceptable Behaviours

As St Albans Secondary College, staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our St Albans Secondary College commitment to child safety at all times and adhering to our Child Safety Policy.
- taking all reasonable steps to protect students from abuse.
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- 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 and Torres Strait Islander 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, trans and gender diverse, intersex and queer (LGBTIQ+) students (for example, by having a zero tolerance of discrimination).
- minimising one-to-one interactions between an adult and a student where that contact does not directly relate to professional duties
- 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 Principal or Assistant Principal.
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our [child safety responding and reporting policy and procedures](#) and 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.
- following the Student Management Policy when managing student behaviour.
- only interacting with students online for the purpose of education. These will include:
  - Student learning management systems
  - School approved social media accounts and groups e.g. MAC, Houses etc.
- staff members only using their DET or school email account to communicate about school education matters with students.
- ensuring that all school approved social media groups have a staff member identified as administrator (and a backup) who is responsible for monitoring the online activity.
- ensuring that all digital content shown to students is previewed to ensure it is appropriate for classroom use. Consider rating, content, psychological and social impact.

## Unacceptable Behaviours

As St Albans Secondary College, staff, volunteers, contractors and 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
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts or special treatment of, specific children)

- exhibit or initiate behaviours with children that may be construed as unnecessary physical contact (for example inappropriate sitting on laps or hugging).
- 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 the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- exchange, or use personal contact details of staff, such as phone numbers, social networking sites, passwords, or personal email addresses with children, or allow children access to these details.
- allow personal social media accounts to be linked to school approved social media groups/pages.
- identify the school's name on their personal social media accounts.
- have any images of students on their personal social media accounts.
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
- 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.
- show students under the age of 15 any digital content or videos that does not have a rating of G or PG.
- show students a digital content or videos with a rating of R.

## Breaches to the Child Safety Code of Conduct

All St Albans Secondary College staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety 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.

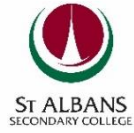
In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the St Albans Secondary College Child Safety Code of Conduct must be reported to the Principal or Assistant Principal.

If the breach or suspected breach relates to the principal, contact the Keilor Regional Office (phone 1300 333 232 or email [swvr@education.vic.gov.au](mailto:swvr@education.vic.gov.au))

## POLICY REVIEW AND APPROVAL

|                            |                                                                                                                                                                                          |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy Last Reviewed       | September 2026                                                                                                                                                                           |
| Consultation               | Student Wellbeing Committee – September 2026<br>School Council – September 2026<br>Staff – September 2026<br>Parents – September 2026<br>Student Representative Council – September 2026 |
| Approved By                | School Council and Principal                                                                                                                                                             |
| Approved On                | September 2026                                                                                                                                                                           |
| Next Scheduled Review Date | September 2028                                                                                                                                                                           |



## Child Safety Code of Conduct Acknowledgment

I, \_\_\_\_\_, confirm I have been provided with a copy of the Child Safety Code of Conduct.

\_\_\_\_\_  
SIGNED:

\_\_\_\_\_  
DATE: