



## POLICY

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**NAME:** **Child Safety Code of Conduct for Students  
(All Year 7 to 12 students, including those 18 years or older)  
July 2016**

**UPDATE DUE:** **July 2019**

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### COMMITMENT TO CHILD SAFETY

All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

### INTRODUCTION

This Student Code of Conduct sets out the ways students are expected to conduct themselves at CGGS. It provides practical guidelines to help you make decisions in conducting your relationships with all members of the CGGS community.

### IMPORTANT INFORMATION

There are Australian laws which are aimed at keeping children safe and to which all Victorian schools must comply. CGGS has many policies and procedures to keep help children safe and which comply with the laws. Everyone has a responsibility to ensure that all students are kept safe in accordance with the School's policies and procedures.

At CGGS we have Child Safety Code of Conducts for:

- all adults engaged in child-connected work
- all Year 7 to 12 students, including those 18 years or older
- all Foundation to Year 6 students

### TO WHOM DOES THIS STUDENT CODE OF CONDUCT APPLY?

This Code of Conduct applies to all Year 7 to 12 students, including those 18 years or older

### WHEN DOES THIS CODE APPLY?

This Code applies whenever you are identified as a member of the CGGS community. This also includes times when you are taking part in off-campus activities (eg camps, excursions, exchanges, overseas tours, sporting matches) and when you are on online.

### ACCEPTABLE BEHAVIOURS & RESPONSIBILITIES:

- upholding CGGS's Child Safety policy, including zero tolerance of abuse towards other students



- treating everyone in the School community with respect
- valuing the ideas and opinions of others
- being fair, considerate and honest with others
- respecting other people's privacy
- listening to others when they have a concern about their safety or the safety of others and discussing their concern with either the Principal, Deputy Principal / Head of Senior School, a School Counsellor or a CGGS Child Safety Officer
- promoting cultural safety, participation and empowerment of students with an Aboriginal and Torres Strait Islander heritage, those with culturally / linguistically diverse backgrounds and those with a disability

#### **UNACCEPTABLE BEHAVIOURS:**

- unlawfully discriminating against students for their age, race, sexuality, religion, cultural and/or linguistic background, including Aboriginal and Torres Strait Islander people, or disability
- bullying or harassing others as outlined in CGGS's Bullying, Cyberbullying, Harassment & Violence policy
- putting others at risk of harm
- using inappropriate language, including swearing
- having private, planned, social contact outside the School with a member of staff, without the knowledge or consent of the Principal. However, unintended contact, such as seeing people in the street, is appropriate
- having any personal online contact with a member of staff through social media, instant messaging, emails etc. However, contact such as the necessity to assist students with their schoolwork, or to provide School newsletters, or student reports is appropriate
- exchanging personal telephone numbers or personal email addresses with a member of staff
- any online communication between students, or students to staff of a sexual nature, including intimate photographs
- sharing, tagging or up-loading inappropriate photographs of another student
- being in possession of, distributing, selling, or consuming alcohol or illegal drugs at School or at School events

#### **WHAT IF I AM NOT SURE?**

If you are in doubt about how to behave it may be helpful to reflect on the following:

- does this feel like 'the right thing' to do
- am I acting in other people's best interests
- what would my parents and teachers expect me to do
- what would be the reaction if others knew about this behaviour



#### SENIOR SCHOOL CHILD SAFETY OFFICERS:

Mrs Cathy Poyser	Deputy Principal / Head of Senior School
Mr Hayden Gyles	Deputy Head of Senior School
Mrs Paula Kolivas	School Counsellor
Mrs Beth Sarlos	School Counsellor
Rev Helen Creed	School Chaplain
Mr Shane Maycock	Education Outdoors Coordinator

#### APPENDIX # 1

Senior School Child Safety Officers contact details & reporting process

**If you have further questions please contact Mrs Cathy Poyser, Deputy Principal / Head of Senior School.**



**APPENDIX 1: CGGS CHILD SAFETY CONTACT DETAILS AND REPORTING PROCESS**

Who can report?	Staff member, volunteer, contractor or student over 18	Student	Parent
<b>What to report?</b>	Any child safety concerns, including: <ul style="list-style-type: none"> <li>disclosure of abuse or harm</li> <li>allegation, suspicion or observation</li> <li>breach of Code of Conduct</li> <li>environmental safety issues</li> <li><b>Call 000 if a child is in immediate danger</b></li> </ul>		
<b>How?</b>	Face-to-face verbal report, letter, email, telephone call, meeting		
<b>Who to?</b>	Mrs Debbie Dunwoody	Principal	9811 8529
	<b>Senior School Child Safety Officers:</b>		
	Mrs Cathy Poyser	Deputy Principal / Head of Senior School	9811 8546
	Mr Hayden Gyles	Deputy Head of Senior School	9811 8508
	Mrs Paula Kolivas	School Counsellor	9811 8546
	Mrs Beth Sarlos	School Counsellor	9811 8546
	Rev Helen Creed	School Chaplain	9811 8517
	Mr Shane Maycock	Education Outdoors Coordinator	9811 8524
	<b>Junior School Child Safety Officers :</b>		
	Mr Paul Donohue	Head of Junior School	9811 8541
	Mr Craig Goodwin	Deputy Head of Junior School – Student Wellbeing	9813 1965
	Miss Emma Hinchliffe	Deputy Head of Junior School – Teaching & Learning	9813 1965
	Ms Angela Follacchio	Early Learning Centre Team Leader	9811 8545
	Mrs Beth Sarlos	School Counsellor	9811 8546
	Rev Helen Creed	School Chaplain	9811 8517
Mr Shane Maycock	Education Outdoors Coordinator	9811 8524	
<b>If a Child Safety Officer is unavailable, please contact another trusted member of staff</b> Senior School: Ph: 9813 1166 Junior School: Ph: 9813 1965			
<b>What happens next?</b>	The Child Safety Officer will: <ul style="list-style-type: none"> <li>offer support to the child, the parents, the person who reports</li> <li>initiate internal processes to ensure the safety of the child, clarify the nature of the complaint</li> <li>report to the School's leadership team: Principal, Deputy Principal / Head of Senior School or Head of Junior School</li> <li>following discussion with the School's leadership team, decide in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or Child Protection and make report as soon as possible if required</li> </ul>		
	The accused staff member, volunteer, contractor, child or parent will also be offered support by the School.		
<b>Outcome</b>	<ul style="list-style-type: none"> <li>Investigation and outcome decided</li> <li>Relevant staff, volunteers, contractors, parents and child notified</li> <li>Policies and procedures updated where necessary</li> </ul>		



**Child Safety Code of Conduct for Students**  
(All Year 7 to 12 students, including those 18 years or older)

I, (*print your name*) \_\_\_\_\_ have read and understood the following policy and agree to abide by it:

- Child Safety Code of Conduct for Students (Year 7-12, including those 18 years of older)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**This form must be returned to:**

**Mrs Cathy Poyser  
Deputy Principal/Head of Senior School  
Camberwell Girls Grammar School**

**Please retain the policy documents for your reference**