



**Title: Student Code of Conduct Procedure**  
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**Responsible Officer: Manager Student Services**

**Procedure no. E6-P27**  
(Copy on Web Site)

**Authorising Officer: Group Manager Education Support**  
**Review: Annual (14<sup>th</sup> February 2018)**

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## STUDENT CODE OF CONDUCT PROCEDURE

### 1. PURPOSE

This procedure is to outline principles for developing and maintaining positive student behaviours and steps for addressing unacceptable behaviours when they occur.

### 2. SCOPE

This procedure applies to GOTAFE students and has actions for GOTAFE staff.

### 3. DEFINITIONS

Term	Definition
<b>Natural justice</b>	within the context of this Procedure, means that processes ensure people involved have: <ul style="list-style-type: none"><li>• The right to be heard, that is, the right to have a fair hearing and the opportunity to present one's case</li><li>• The right to have a decision made by an objective and unbiased decision maker</li><li>• The right to have the decision based on relevant evidence</li></ul>
<b>Exclusion</b>	Temporarily depriving a person of all or any of the person's rights and privileges as a student including attendance to all or part of GOTAFE premises.
<b>Suspension</b>	The removal/banning of a student from GOTAFE for a defined period of time.

### 4. PROCEDURE

GOTAFE is committed to providing a quality learning environment on all campuses and while students are in study related activities off campus such as work placement or excursions. Student behaviour should reflect workplace and society expectations and standards. Students are expected to develop and use adult learning skills and take responsibility for their own learning.

This procedure provides guidelines for acceptable student behaviour.

In implementing this Procedure, GOTAFE staff will be guided by the following principles:

- **Professional Practice:** GOTAFE staff have a critical role in establishing a positive and engaging learning environment. Each course should include an initial discussion with the class group to formulate group rules, based on the Code of Conduct.
- All staff have a responsibility to deal with unacceptable behaviour that they encounter anywhere on campus.
- **Professional Judgement:** While this procedure outlines a framework for supporting and managing student behaviour, it is recognised that some situations will be unique, and will require a unique remedy. In these situations staff will need to exercise professional judgement.

- **Procedural Fairness:** All cases of unacceptable behaviour are to be dealt with according to the principles of procedural fairness/natural justice, which include:
  - Encouraging the student to seek advocacy/support through Student Services
  - Ensuring the student understands the problem
  - Allowing the student to be heard
  - Using informal, consultative processes as far as possible
  - Ensuring transparent and fair processes and decisions
  - Respecting privacy/confidentiality so only those who have a right or need to know are informed of, or involved in any process
  - Any individual that believes they may have a conflict of interest will not be involved with managing the student conduct resolution process.
  - Setting and working within strict timeframes
  - Providing information on appeal rights and processes.
- **Student Awareness:** Students are to be made aware of the Code of Conduct and what it means at enrolment and induction. The Code of Conduct will also be advertised on campuses in learning environments and student areas, and within the Student Handbook.
- **Right to Appeal:** If a student believes they are being misrepresented, treated unfairly or harshly in the application of the Code of Conduct, they can apply to the General Manager Education, to have an independent assessment of their case.
- **Re-entry Process:** Students that have been suspended and wish to resume their studies need to apply to the Office of the General Manager of Education to gain permission to resume their studies.

## CHILD SAFE STANDARDS CODE of CONDUCT

GOTAFE is committed to safety and wellbeing of all children and young people. GOTAFE has zero tolerance for child abuse and is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved with GOTAFE has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

### Who is responsible under the Child Safe Standards?

Society shares responsibility for promoting the safety and protection of children from abuse. In the GOTAFE context, all members of the learning community have their role to play – teachers, staff, administrators, parents/guardians, volunteers and students. That said, GOTAFE is committed to leading from the front and engaging in a preventative, proactive and participatory approach to child and young person abuse issues.

Students are encouraged to take an active role in developing and maintaining a child safe environment at GOTAFE and are provided with opportunities to contribute and give feedback in the development of policies and practices. Students 18 years and over have a responsibility in protecting children and young people from all forms of abuse while being aware of their own conduct and behaviours around children and young people.

**Failure to Disclose**

Under the Child safe standards all adults 18 years and over must report to police any reasonable belief that a sex offence has been committed by an adult against a child under the age of 16, Failure to do so is a criminal offence.

**Failure to protect**

It is a criminal offence for GOTAFE staff who provide care, supervision or authority for children and young people to fail to protect children from the risk of sex abuse by others associated with the organisation.

An offence will be committed when:

- A staff member in authority knows that someone associated with GOTAFE poses a risk of committing a sexual offence against a child under the age of 16; and
- They had the authority to reduce or remove the risk; and
- They negligently failed to do so.

**Grooming**

The offence of grooming prohibits predatory conduct designed to prepare or groom a child for future sexual activity. The grooming offence applies to communicating with a child under the age of 16 years or their family with the intent to sexually abuse that child at a near or future date. The grooming offence targets predatory conduct designed to facilitate later sexual activity with a child or the child's family, grooming offence doesn't apply if individuals are under the age of 18 years.

**5. DOCUMENTATION**

- [Appendix 1 – Student Behaviour Table and Student Behaviour Flowchart](#)
- [Appendix 2 – Staff Responsibilities and Authorities Poster](#)
- [Appendix 3 – Staff Responsibilities and Authorities](#)
- [Appendix 4 – Student Code of Conduct Resolution Guidelines](#)
- [Appendix 5 – Guidelines for Students and Parents/Guardians of GOTAFE's Expectations of Behaviour](#)
- [Appendix 6 – Student Conduct Resolution Appeal Process](#)
- [Appendix 7 – Responding to Incidents, Disclosures and Suspicions of Child Abuse Flowchart](#)
- [Appendix 8 – Student, Child and Young Person Safety code of conduct agreement](#)
- [Student Code of Conduct Policy – E6](#)
- [Duty of Care Policy – POSS-02](#)
- [Duty of Care of Minors Procedure – PRSS-151](#)
- [Complaints and Appeals from Students and Clients Procedure – PRQM-170](#)
- [Critical Incident Management Procedure – CS15-P144](#)
- [Student Conduct Resolution Contract Appeal Form – FSS-42](#)
- [Student Conduct Resolution Contract – FSS-43](#)
- [Notice of Formal Behaviour Management meeting – FSS-44](#)
- [Formal notice of suspension letter – FSS-45](#)

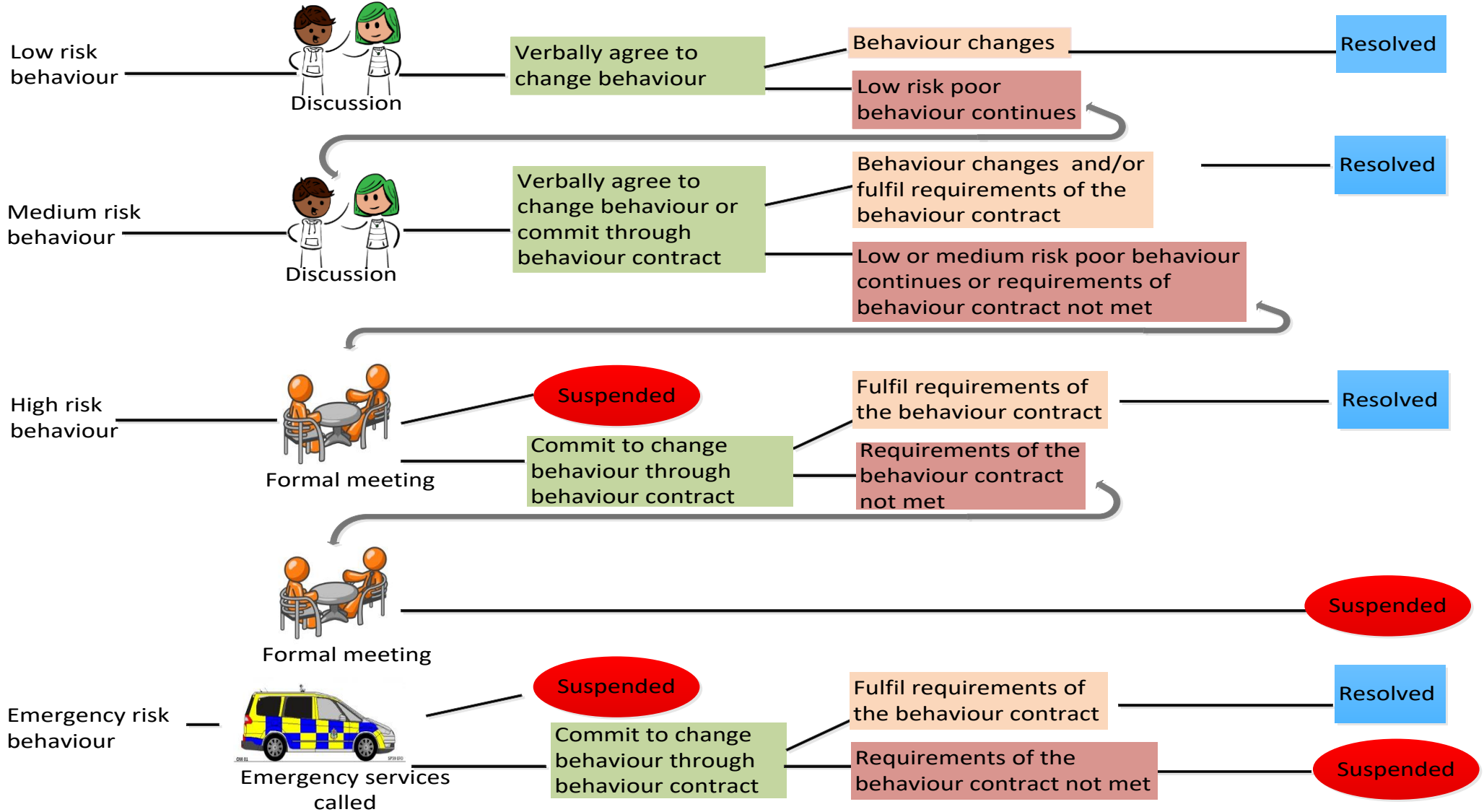
**Appendix 1 – Student Behaviour Table**

Level of behaviour	Examples of behaviours	GOTAFE's view	What this means for you the student
Low risk level	<ul style="list-style-type: none"> <li>• Swearing</li> <li>• Talking over others</li> <li>• Smoking on GOTAFE premises</li> <li>• Inappropriate use of mobile phone</li> <li>• Poor or late attendance</li> </ul>	<p>Your behaviour is seen as inappropriate and GOTAFE want to be sure you understand what behaviour is acceptable and that you act accordingly.</p>	<p>As soon as possible after the poor behaviour the GOTAFE staff member will inform you how your behaviour does not meet the expected standard and ensure you are familiar with the student code of conduct policy and procedure.</p>
Medium risk level	<ul style="list-style-type: none"> <li>• Low risk behaviour continues</li> <li>• Abusive language</li> <li>• Cheating or plagiarism</li> <li>• Disrespectful to staff</li> <li>• Failure to comply with instructions</li> <li>• Disruptive/disorderly behaviour</li> </ul>	<p>Your behaviour is inappropriate. GOTAFE require a commitment from you to change.</p>	<ul style="list-style-type: none"> <li>• As soon as possible after the poor behaviour or after the class the GOTAFE staff member will inform you how your behaviour does not meet the expected standard.</li> <li>• They will ensure you are familiar with the student code of conduct policy and procedure and what may happen if the poor behaviour persists.</li> <li>• They will ask you to agree to change your behaviour.</li> <li>• Where they think necessary, they will use the Student Conduct Resolution Contract to document the desired change in behaviour.</li> </ul>
High risk level	<ul style="list-style-type: none"> <li>• Low or medium risk behaviour continues</li> <li>• Not complying with your Student Conduct Resolution Contract</li> <li>• Threatening behaviour</li> <li>• Dangerous behaviour</li> <li>• Harassment</li> <li>• Bullying</li> <li>• In possession or under the influence of alcohol/drugs</li> <li>• Inappropriate use of social media</li> <li>• Inappropriate sexual comments</li> <li>• Accessing/possessing pornography</li> <li>• Theft or property damage</li> <li>• Repeated cheating or plagiarism</li> <li>• Poses/transmit or show child pornography.</li> </ul>	<p>Your behaviour is seen as or suspected to be an immediate or future risk to the personal safety of yourself or others or a risk to property.</p> <p>Or you consistently fail to follow instructions or to modify inappropriate behaviour or you continue to cheat or plagiarise.</p> <p>Under no circumstance is it permitted that a person of the age of 18 years can have sexual activity with a child 15 years and under.</p>	<ul style="list-style-type: none"> <li>• If it is suspected you have committed criminal activity the police will be called.</li> <li>• GOTAFE representatives will meet with you and discuss the behaviour. If they are to allow you to continue studying they will require a commitment to and then immediate change in your behaviour.</li> <li>• You may be suspended.</li> <li>• The Student Conduct Resolution Contract will be used to document the required change in behaviour.</li> <li>• All allegations of child abuse will be taken seriously and will be reported to the appropriate authorities.</li> <li>• Under the failure to disclose offence if any adult 18 years and over has reasonable grounds that a child or young person 17 years and under is being abused and fails to report their belief may face criminal charges.</li> <li>• If you have reasonable grounds of abuse towards a child or young person you can discuss your concerns with your teacher or a GOTAFE Child Safe Officer.</li> <li>• All known nude images of a child or young person 17 years or younger is child pornography and will be reported to the police.</li> <li>• Students who are found to be in breach of the Child Safe Standards may hold a penalty of expulsion or suspension.</li> <li>• In many industries a conviction of abuse towards a child or young person may affect future employment opportunities.</li> </ul>
Emergency risk level	<ul style="list-style-type: none"> <li>• Student is seen as a risk to themselves or others</li> <li>• And or commits or threatens to commit a serious crime such as                             <ul style="list-style-type: none"> <li>– Stalking,</li> <li>– violence with or without a weapon,</li> <li>– physical/sexual assault</li> <li>– or major property damage.</li> </ul> </li> </ul>	<p>Your behaviour is seen as an immediate risk to the personal safety of yourself or others or a risk to property</p>	<ul style="list-style-type: none"> <li>• GOTAFE will implement its Critical Incident Management Procedure and contact any relevant services eg police or fire brigade immediately.</li> <li>• You will be immediately excluded and required to leave GOTAFE premises pending the results of a thorough investigation including advice from police if applicable.</li> <li>• Following the investigation the General Manager Education or delegate will determine what action is taken.</li> <li>• This may include you being suspended.</li> </ul>

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	<ul style="list-style-type: none"><li>• Or student initiates emergency such as<ul style="list-style-type: none"><li>- fire,</li><li>- bomb/threat</li><li>- or security breach</li></ul></li><li>• Child or young person is at risk of immediate abuse.</li></ul>		<ul style="list-style-type: none"><li>• If continuing your study GOTAFE will require a commitment to and immediate change in your behaviour.</li><li>• In this instance the Student Conduct Resolution Contract will be used to document the required change in behaviour.</li></ul>
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## Student Behaviour Flowchart



**Appendix 2 – Staff Responsibilities and Authorities Poster**

Levels of behaviours	GOTAFE’s view	What this means for you the staff member
<p><b>Low risk level</b></p> <ul style="list-style-type: none"> <li>• Swearing</li> <li>• Talking over others</li> <li>• Smoking on GOTAFE premises</li> <li>• Inappropriate use of mobile phone</li> <li>• Poor or late attendance</li> </ul>	<p>The behaviour is seen as inappropriate and GOTAFE want to be sure the student understands what behaviour is acceptable and they act accordingly.</p>	<ul style="list-style-type: none"> <li>• As soon as possible after the poor behaviour you will inform the student how their behaviour does not meet the expected standard and ensure they are familiar with the student code of conduct policy and procedure</li> <li>• Where relevant you will also document the incident and action taken and report to the teacher/Team Leader</li> </ul> <p><b>Authorities</b> All GOTAFE staff</p> <ul style="list-style-type: none"> <li>• Can ask students to provide their student identification card and verbally reprimand a student.</li> <li>• They may also ask students to leave the premises if they believe they are a risk to the health and safety of others.</li> </ul> <p>(If a student is under 18, they cannot be asked to leave GOTAFE premises unless in the presence of a parent and/or legal guardian)</p>
<p><b>Medium risk level</b></p> <ul style="list-style-type: none"> <li>• Low risk behaviour continues</li> <li>• Abusive language</li> <li>• Cheating or plagiarism</li> <li>• Disrespectful to staff</li> <li>• Failure to comply with instructions</li> <li>• Disruptive/disorderly behaviour</li> </ul>	<p>The behaviour is inappropriate. GOTAFE require a commitment from the student to change.</p>	<ul style="list-style-type: none"> <li>• As soon as possible after the poor behaviour or after the class you will inform the student how their behaviour does not meet the expected standard</li> <li>• You will ensure they are familiar with the student code of conduct policy and procedure and what may happen if the poor behaviour persists</li> <li>• You will inform your Team Leader and agree how the incident is handled</li> <li>• Commercial Managers must be informed of all serious incidents of student behaviour of a Medium risk level</li> <li>• The student will be asked to agree to change their behaviour</li> <li>• Where thought necessary, use the Student Conduct Resolution Contract to document the desired change in behaviour.</li> <li>• The incident and action taken will always be documented and communicated to the Team Leader and where appropriate the Commercial Manager</li> </ul> <p><b>Authorities</b> A Team Leader may exclude a student from participating in training or attending GOTAFE for up to 5 attendance days A Commercial Manager may</p> <ul style="list-style-type: none"> <li>• Exclude the student from GOTAFE premises for a period of up to ten attendance days</li> <li>• Permit a student excluded from GOTAFE premises to take a test or examination during such exclusion under supervision and at an external venue approved by the Executive Manager of the division, provided that any such arrangement shall be at the student’s expense.</li> <li>• Exclude a student currently in residence at GOTAFE accommodation, from that accommodation, for a period of up to five attendance days</li> <li>• Require payment of compensation for any damage to or loss of GOTAFE property caused by the student</li> <li>• Withhold the student’s Statement of Results until any sum owing to GOTAFE has been paid</li> </ul>
<p><b>High risk level</b></p> <ul style="list-style-type: none"> <li>• Low or medium risk behaviour continues</li> <li>• Not complying with your Student Conduct Resolution Contract</li> <li>• Threatening behaviour</li> <li>• Dangerous behaviour</li> <li>• Harassment</li> <li>• Bullying</li> <li>• In possession or under the influence of alcohol/drugs</li> <li>• Inappropriate use of social</li> </ul>	<p>The behaviour is seen as or suspected to be an immediate or future risk to the personal safety of themselves or others or a risk to property. Or they consistently fail to follow instructions or to modify inappropriate behaviour or they continue to cheat or plagiarise.</p>	<ul style="list-style-type: none"> <li>• Where appropriate the matter will be referred to the police</li> <li>• The teacher will report the problem immediately to their Team Leader/Commercial Manager who will respond and inform the Executive Manager</li> <li>• Based on the severity of the conduct and the history a decision will be made as to whether the Commercial or Executive Manager should manage the process. It may also be necessary for the General Manager of Education to be involved</li> <li>• Executive Managers must be informed of all incidents of student behaviour at High risk level and the General Manager of Education must be informed of all serious incidents</li> <li>• The most senior manager involved with any process will take responsibility for managing it. This includes:                         <ul style="list-style-type: none"> <li>- conducting an investigation into the incident</li> <li>- organising the Formal Behaviour Management Meeting</li> <li>- sending out the Notice of Formal Behaviour Management Meeting</li> <li>- and handling the Student Conduct Resolution Contract</li> </ul> </li> <li>• The student will be given written notice to attend a formal behaviour management meeting via the “Notice of Formal Behaviour</li> </ul>

<p>media</p> <ul style="list-style-type: none"> <li>• Inappropriate sexual comments</li> <li>• Accessing/possessing pornography</li> <li>• Theft or property damage</li> <li>• Repeated cheating or plagiarism</li> <li>• Has reasonable grounds to believe that a child or young person is at risk of being abused.</li> </ul>		<p>Management Meeting” template</p> <ul style="list-style-type: none"> <li>• The hearing should take place within 2 weeks following the incident</li> <li>• The student may have a support person present if they so wish, their preference is to be noted on the Student Conduct Resolution Contract</li> <li>• Where a student is under 18 years of age, and does not hold independent living status:             <ul style="list-style-type: none"> <li>- Parents/guardians must be notified of any incident and the actions taken at moderate, high and emergency risk levels</li> <li>- They also must be present at all formal student behavioural management meetings</li> <li>- And must be sent a copy of any Notice of Formal Behaviour Management Meeting, Student Conduct Resolution Contract or the Formal Notice of Suspension correspondence</li> </ul> </li> <li>• After consideration of the issue, the most senior Manager involved may impose any penalty within their authority</li> <li>• A Student Conduct Resolution Contract will be signed by the student and staff at the meeting</li> <li>• It must be explained to the Student that they may appeal any decision made, and what steps they need to take to lodge an appeal.</li> <li>• If the student is suspended the:             <ul style="list-style-type: none"> <li>- General Manager of Education or delegate will manage all communication with the student and send out the Formal Notice of Suspension</li> <li>- A copy of the Formal Notice of Suspension must be forwarded to the Registrar who will place a flag on the SMS system to alert operators that a student should not be automatically enrolled</li> </ul> </li> <li>• Where a flagged student attempts to enrol, the SMS operator will liaise directly with the Office of the General Manager of Education who will manage the application from them to resume their study at GOTAFE</li> <li>• The incident and action taken will always be documented and communicated to the Commercial Manager, Child Safe Officer/s Executive Manager and where appropriate the General Manager of Education and CEO</li> <li>• When a staff member forms a belief that a child or young person is at risk of/or is being abused that must inform their inline managers and a Child Safe Officer.</li> </ul> <p><b>Authorities</b> In addition to a Commercial Managers authorities, an Executive Manager may</p> <ul style="list-style-type: none"> <li>• Exclude the student from GOTAFE premises for a period of up to thirty attendance days</li> <li>• Exclude the student from examinations or tests conducted by GOTAFE in a particular period</li> <li>• Suspend the student from a particular course or any part of a course or subject including the right to re-enrol for a period not exceeding one year</li> </ul>
<p><b>Emergency risk level</b></p> <ul style="list-style-type: none"> <li>• Student is seen as a risk to themselves or others</li> <li>• And or commits or threatens to commit a serious crime such as:             <ul style="list-style-type: none"> <li>- Stalking</li> <li>- violence with or without a weapon</li> <li>- physical/sexual assault or major property damage.</li> </ul> </li> <li>• Or student initiates emergency eg             <ul style="list-style-type: none"> <li>- fire</li> <li>- bomb/threat</li> <li>- or security breach.</li> </ul> </li> </ul>	<p>The behaviour is seen as an immediate risk to the personal safety of themselves or others or a risk to property.</p>	<ul style="list-style-type: none"> <li>• If people are at immediate risk of harm? the teacher or most senior person available will assume the role of controlling officer and must notify the appropriate Emergency Services (Police, Fire or Ambulance) in accordance with the Critical Incident Management Procedure</li> <li>• Upon arrival the Emergency Services will take control of the Critical Incident and remain in control of the incident until such time as they deem it appropriate to return control to the Institute.</li> <li>• Please refer to the Critical Incident Management Procedure</li> <li>• Commercial and Executive Managers as well as the General Manager of Education and the CEO must be informed</li> <li>• Parents/guardians must be notified of the incident and the actions taken if the student is under 18</li> <li>• The student will be immediately excluded pending the results of a thorough investigation including advice from police etc.</li> <li>• Following the investigation the General Manager Education or delegate will determine what action is taken</li> <li>• If continuing study the Student Conduct Resolution Contract will be used</li> <li>• If the student is suspended the:             <ul style="list-style-type: none"> <li>- General Manager of Education or delegate will manage all communication with the student and send out the Formal Notice of Suspension</li> <li>- a copy of the Formal Notice of Suspension must be forwarded to the Registrar who will place a flag on the SMS system to alert operators that a student should not be automatically enrolled</li> </ul> </li> <li>• It must be explained to the Student that they may appeal any decision made, and what steps they need to take to lodge an appeal.</li> <li>• Where a flagged student attempts to enrol, the SMS operator will liaise directly with the Office of the General Manager of Education who will manage the application from them to resume their study at GOTAFE</li> <li>• The incident and action taken will always be documented and communicated to the Commercial Manager, Executive Manager, General Manager of Education and CEO</li> </ul>



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		<b>Authorities</b> The General Manager of Education may suspend the student from attending GOTAFE
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## Appendix 3 - Staff Responsibilities and Authorities

### Staff Responsibilities

- **Support for the Student** – Whenever there is a conversation with a student about their behaviour and it is thought relevant, the student should be made aware that support is available for them through student services.
- **Professional Development:** If a staff member does not feel comfortable addressing a situation, they should seek advice from their Team Leader, Commercial Manager, Student Support or Human Resources.
- **Required Documentation:** A formal record of all steps taken to guide and counsel a student is essential. At all stages of these processes staff are advised to note all conversations and approaches in a file, diary note, student contact sheet, incident report or email to their Team Leader or Line Manager and place a copy on the students file.

- **Students and/or TEC Students under 18 years old who do not have independent living status**

Where a student is under 18 years of age, and does not hold independent living status,

- Parents/guardians must be notified of any incident and the actions taken at moderate, high and emergency risk levels,
- They also must be present at all formal student behavioural management meetings,
- And must be sent a copy of any Notice of Formal Behaviour Management Meeting, Student Conduct Resolution Contract or the Formal Notice of Suspension correspondence.

Following any incident of poor behaviour, the Student where possible, should be kept on GOTAFE premises until a parent or guardian can be contacted. Under no circumstances suggest that the Student leave GOTAFE premises.

- **Apprentices and Trainees** If an apprentice or trainee is excluded from any part of the program as a result of misconduct, the staff member who implements the penalty must immediately notify, in writing, the employer of the apprentice or trainee.
- **Communication flow**
  - Where thought relevant any incidents and action taken at low risk level will be documented and reported to the teacher/Team Leader.
  - Team Leaders must be informed of all of student behaviour at Medium risk level or above.
  - Commercial Managers must be informed of all serious incidents of student behaviour of a Medium risk level and all incidents of student behaviour at High and Emergency risk level.
  - Executive Managers must be informed of all incidents of student behaviour at High and Emergency risk level.
  - General Manager of Education and the CEO must be informed of all serious incidents of student behaviour of a High risk level and all incidents of student behaviour at Emergency risk level.
  - Manager of Assets must be informed of any relevant incidents of student behaviour that involve property damage.
  - When a student is suspended a copy of the Formal Notice of Suspension must be forwarded to the Registrar.

### Staff Authorities

#### All GOTAFE staff

- Can ask students to provide their student identification card and verbally reprimand a student. They may also ask students to leave the premises if they believe they are a risk to the health and safety of others. (If a student is under 18, they cannot be asked to leave GOTAFE premises unless in the presence of a parent and/or legal guardian).

**A Team Leader**

- May exclude a student from participating in training or attending GOTAFE for up to 5 attendance days.

**A Commercial Manager**

- May exclude the student from GOTAFE premises for a period of up to ten attendance days.
- May permit a student excluded from GOTAFE premises to take a test or examination during such exclusion under supervision and at an external venue approved by the Executive Manager of the division, provided that any such arrangement shall be at the student's expense.
- Require payment of compensation for any damage to or loss of GOTAFE property caused by the student.
- Withhold the student's Statement of Results until any penalty, compensation or other sum owing to GOTAFE has been paid.

**Child Safe Officer**

- Will ensure that procedures are followed and will focus on the wellbeing of all stakeholders
- Assist in reporting abuse to the authorities
- Ensure processes for responding to suspected child abuse include culturally appropriate responses.
- Provide ongoing support and referral advice to the victim, family/guardian, students and staff members.

**In addition to above, an Executive Manager**

- May exclude the student from GOTAFE premises for a period of up to thirty attendance days.
- Exclude the student from examinations or tests conducted by GOTAFE in a particular period.
- Suspend the student from a particular course or any part of a course or subject including the right to re-enrol for a period not exceeding one year.

**In addition to above the General Manager of Education**

- May suspend the student from attending GOTAFE.

## Appendix 4 – Student Code of Conduct Resolution Guidelines

### Low risk level

- As soon as possible after the poor behaviour the GOTAFE staff member will inform the student how their behaviour does not meet the expected standard and ensure they are familiar with the student code of conduct policy and procedure.
- Where relevant they will also document the incident and action taken and report to the teacher/Team Leader.

### Medium risk level

- As soon as possible after the poor behaviour or after the class the GOTAFE staff member will inform the student how their behaviour does not meet the expected standard.
- They will ensure they are familiar with the student code of conduct policy and procedure and what may happen if the poor behaviour persists.
- If they think necessary they may involve the Team Leader.
- They will ask the student to agree to change their behaviour.
- Where they think necessary, they will use the Student Conduct Resolution Contract to document the desired change in behaviour.
- The incident and action taken will always be documented and communicated to the Team Leader and where appropriate the Commercial Manager.

### High risk level

- Where appropriate the matter will be referred to the police.
- The teacher will report the problem to their Team Leader/Commercial Manager who will respond and inform the Executive Manager.
- Based on the severity of the conduct and the history a decision will be made as to whether the Commercial or Executive Manager should manage the process. It may also be necessary for the General Manager Education to be involved.
- Executive Managers must be informed of all incidents of student behaviour at High risk level and the General Manager of Education must be informed of all serious incidents.
- The most senior manager involved with any process will take responsibility for managing it. This includes:
  - conducting an investigation into the incident
  - organising the Notice of Formal Behaviour Management Meeting
  - sending out the Notice of Formal Behaviour Management Meeting
  - and handling the Student Contract Resolution Contract.
- The student will be given written notice to attend a formal behaviour management meeting via the “Notice of Formal Behaviour Management Meeting” template.
- The hearing should take place within 2 weeks following the incident.
- The student may have a support person present if they so wish, their preference is to be noted on the Student Conduct Resolution Contract.
- Where a student is under 18 years of age, and does not hold independent living status:
  - Parents/guardians must be notified of any incident and the actions taken at Moderate, High and Emergency risk levels
  - They also must be present at all formal student behavioural management meetings
  - And must be sent a copy of the Notice of Formal Behaviour Management Meeting, Student Conduct Resolution Contract or the Formal Notice of Suspension correspondence.
- After consideration of the issue, the most senior Manager involved may impose any penalty within their authority.
- A Student Conduct Resolution Contract will be signed by the student and staff at the meeting.
- It must be explained to the Student that they may appeal any decision made, and steps they need to take to lodge an appeal.
- If the student is suspended the:
  - General Manager of Education or delegate will manage all communication with the student and send out the Formal Notice of Suspension

- a copy of the Formal Notice of Suspension must be forwarded to the Registrar who will place a flag on the SMS system to alert operators that a student should not be automatically enrolled.
- Where a flagged student attempts to enrol, the SMS operator will liaise directly with the Office of the General Manager of Education who will manage the application from them to resume their study at GOTAFE.
- The incident and action taken will always be documented and communicated to the Commercial Manager, Executive Manager and where appropriate the General Manager of Education and CEO.

### Emergency risk level

- If people are at immediate risk of harm? the teacher or most senior person available will assume the role of controlling officer and must notify the appropriate Emergency Services (Police, Fire or Ambulance) in accordance with the Critical Incident Management Procedure
- Please refer to the Critical Incident Management Procedure.
- Parents/guardians must be notified of the incident and the actions taken if the student is under 18.
- The student will be immediately excluded pending the results of a thorough investigation including advice from police etc.
- Following the investigation the General Manager Education or delegate will determine what action is taken.
- If continuing study the Student Conduct Resolution Contract will be used.
- If the student is suspended the:
  - General Manager of Education or delegate will manage all communication with the student and send out the Formal Notice of Suspension
  - a copy of the Formal Notice of Suspension must be forwarded to the Registrar who will place a flag on the SMS system to alert operators that a student should not be automatically enrolled.
- Where a flagged student attempts to enrol, the SMS operator will liaise directly with the Office of the General Manager of Education who will manage the application from them to resume their study at GOTAFE.
- It must be explained to the Student that they may appeal any decision made, and steps they need to take to lodge an appeal.
- The incident and action taken will always be documented and communicated to the Commercial Manager, Executive Manager, General Manager of Education and CEO.

### Student Code of Conduct Child Safe Standards

All adults 18 years and over have responsibilities in the protection of children and young people where suspicion of abuse must be reported to your teacher, student welfare and child safe officer. All students 18 years and over must abide by the following code of conduct when near/around children and young people while participating in any GOTAFE activity.

- Uphold GOTAFE's statement of commitment to child and young people's safety at all times and adhering to GOTAFE's child safe policy
- Treat children and young people and their families with respect both within the campus environment and outside the GOTAFE environment as part of normal social and community activities.
- Listen and respond to the views and concerns of children and young people, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child or young person.
- Respect the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- Respect the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of students with a disability
- Report any allegations of child abuse or other child safety concerns to GOTAFE's Child Safe Officers

- Understand and comply with all reporting or disclosure obligations as they relate to protecting children from harm or abuse.
- If a child or young person is in immediate danger from abuse, ensuring as quickly as possible that they are safe and protected from harm by please calling 000

### **Unacceptable behaviour**

- ignore or disregard any concerns, suspicions or disclosures of child or young person abuse
- develop a relationship with a child or young person that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with children or young people which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with children or a young person directly or within the vicinity of
- treat a child or young person 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 school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or young person except in accordance with GOTAFE policy or where required for duty of care purposes
- where children and young people are present do not consume alcohol or take illicit drugs under any circumstances

All breaches from students 18 years and over to this code of conduct and the Child Safe Standards will be taken seriously and reported through the appropriate channels.

## Appendix 5 – Guidelines for Students and Parents/Guardians on GOTAFE’s Expectations of Behaviour

### 1. Commitment to Learning

Students attend GOTAFE to learn, therefore Students must not act in a way that interferes directly or indirectly with the learning of others, or that obstructs staff from carrying out their duties. Students are expected to develop and use adult learning skills and take responsibility for their own learning.

This includes attendance and punctuality, acting honestly and fairly when preparing assessment content and ensure that any concerns are raised with a Teacher, or a GOTAFE Representative. Students are to ensure that any commitment made to pay any fee, charge or fine payable under GOTAFE policy, procedure or process, is fulfilled within the timeframes defined.

Students are to carry their GOTAFE Student Identity Card at all times, and present this to a GOTAFE Representative upon request. Students are to leave any part of the premises when directed by any GOTAFE Representative.

### 2. Respect

GOTAFE aims to ensure that all Students feel safe and form part of an enjoyable learning environment that enables them to perform to the best of their ability. In order for GOTAFE to achieve this, both employees and Students of GOTAFE are required to act respectfully toward others, including:

- being honest and respectful of others
- treating people with courtesy, consideration and sensitivity
- respecting the lawful beliefs and customs of others
- communicating openly and using appropriate language
- following the reasonable instructions of any GOTAFE Representative, including identifying yourself upon request via your GOTAFE Student Identification
- not making false or misleading representations, whether oral or written
- not engaging in disorderly conduct including fighting with any person, disrupting a lawful assembly of persons or doing anything which disturbs the peace
- not do anything which may bring GOTAFE into disrepute, including making or publishing false or misleading statements relating to GOTAFE.

### 3. Safety

- GOTAFE actively promotes the safety, health and welfare of Students and those members of the public who lawfully use GOTAFE facilities.
- All members of GOTAFE have an obligation under the Occupational Health and Safety Policy to ensure that all activities undertaken relating to GOTAFE, are done so in a safe manner.
- Students must take reasonable care for their own health and safety on GOTAFE premises, and avoid harming the health or risking the safety of others.
- GOTAFE safety procedures must be adhered to all times, including participation in all Fire and Emergency Evacuation drills, or any other lawful activity as directed by a GOTAFE Representative.
- Students should immediately advise a GOTAFE representative if they have concerns for their personal safety whilst on GOTAFE premises.

### 4. Student Dress Standards

- GOTAFE aims to prepare Students for their working life. It is therefore expected that whilst participating in GOTAFE activities, students will dress in a manner that is clean, neat and safe, as is expected in any other workplace.

- Students should not wear any clothing that is likely to offend others because of slogans, cartoons, or any symbol or graphic work to provoke, intimidate, condemn or ridicule others; or because of its lack of decency, modesty or cleanliness.
- For VETiS students further details of dress requirements can be found in the VETiS Student handbook.

### 5. Workshop Dress Standards

- The minimum Workshop Dress Standard is appropriate work clothing or personal protective equipment (PPE) as directed by your Teachers. This may include safety glasses, steel capped boots and ear protection. Clothing must provide adequate cover and be reasonably close fitting with no torn parts that can be caught. Loose clothing in a practical activity could become a hazard. Long hair must be restrained with a heavy-duty safety hair net or a beret type cap that fully encloses the hair.
- For VETiS students further details of dress requirements can be found in the VETiS Student handbook
- Students are expected to observe the above standards from the first day of attendance at GOTAFE. Students not complying will NOT be permitted to enter workshops and will be subject to disciplinary action. Their employer/parent will also be advised accordingly.

### 6. Smoking

- All GOTAFE premises are smoke-free

### 7. Use of Technology

- As a courtesy to staff and other Students, Students are asked to turn off their mobile phones and iPods (or similar devices) during all classes, lectures and practical sessions. In the event that classes use mobile phones as part of online and flexible delivery, your Teacher will indicate if mobile phones are to be switched off during class.
- Computer Software is subject to copyright and therefore protected by the Copyright Act and it is not to be copied by Students unless permission (in writing) from the copyright owner has been obtained.

Students are to adhere to the requirements of the ICT Security Procedure when engaging with GOTAFE at all times, including any GOTAFE controlled website or domain external of GOTAFE. Students are also to be aware that any misconduct pertaining to emails, blogs, wall posts, tweets or conduct on social media (see below) is not permitted, and will be in breach of this policy.

The following guidelines have been developed to protect the interests of students and GOTAFE.

- Students who want to record class lectures or presentations must seek approval from their teachers to record class lectures and declare the purpose and intent of recording the presentation prior to recording the session.
- Class lectures are intellectual property of GOTAFE and any recording must not be used for commercial gain.
- Taping other students' conversations during class or during class breaks is prohibited due to Privacy legislation.
- If a lecture involves class discussion, written permission must be obtained prior to recording the presentation. If written permission is not obtained from all students in the class and the teacher prior to the class then the lecture/presentation cannot be recorded.
- The teacher must advise all students in the class that the lecture is being recorded prior to the commencement of the class.

### 8. Social Media

- The same legal principles apply to online comment as to any other kind of public comment including penalties for those who may offend, humiliate, intimidate or discriminate against any person. This includes where the use of social media may have an impact on or affect GOTAFE or members of the GOTAFE community (including other staff and Students).



- GOTAFE recognises the need to provide guidance regarding the expectations and standards that apply where this use is about GOTAFE, its products and services, its people (students and staff) and other business-related stakeholders. GOTAFE's Student Code of Conduct applies to enrolled students when engaging in social media. This applies to all posts that make reference to your fellow students. When using Social Media please remember that what you post may find its way back to GOTAFE, and current and future employers which may have adverse effect on your future career prospects. Be Social Media responsible. Think before you post.
- Students who have concerns related to the use of Social Media at GOTAFE, including any potential breaches of this or any other Policy, are to raise these concerns with their Teacher or other staff member.

### **9. Work Placement, Study Tours and Excursions**

- When you are representing GOTAFE you are expected to conduct yourself in a manner that is consistent with that required at GOTAFE and also that fits in with the situation of the work place you are in.
- You may be required to attend practical work experience placements as part of your studies; you may even need to sign a practical placement agreement. In the course of these placements, you may become familiar with information that is confidential to that workplace. You must not divulge any information that you may become aware of as a result of a placement.
- GOTAFE prohibits individuals from divulging any information that is commercial in confidence or of a personal nature and you need to be aware that there are both civil and criminal penalties applicable to any individual who is seen to have blatantly breached confidentiality.

### **10. Group Behaviour**

- If a Student is a member of a group which engages in misconduct, the Student will be taken to have engaged in that misconduct unless he or she has taken all reasonable steps to promptly disassociate themselves from the group's misconduct upon becoming aware of it.

### **11. Cheating and Plagiarism**

- Copying others work is cheating. Work that is not properly acknowledged is considered to be plagiarised, so make sure you understand and use the appropriate referencing conventions (refer to your Student Handbook for information about referencing).
- If submitted work shows signs of deliberately copying someone else's work without acknowledgement, this will be seen as plagiarism.

You will be:

- Given a first and final warning
- Offered tutoring by your trainer on what plagiarism is and how to avoid it
- Asked to resubmit your work.
- If the resubmission or further work contains evidence of plagiarism, you will:
  - Be required to enter into a Student Conduct resolution Contract
  - Be given an NC result for that unit
  - Have to re-enrol in the unit.
- Any subsequent cases of plagiarism will result in you being suspended from the course for a semester, a year or completely.

### **12. Property**

- GOTAFE Students also have a right to enjoy the facilities at GOTAFE. In order to protect this right, all Students are expected to have respect for GOTAFE property. Any misuse, vandalism, theft, malicious or unwarranted damage, defacing, disfiguring, unsafe or unauthorised use of property is in violation of the Student Code of Conduct Policy. GOTAFE reserves the right to take any action necessary to rectify any damage. This includes but is not limited to the taking of legal proceedings against an individual.
- Students are not to engage in any of the following conduct:
  - Theft, damage, destroy, endanger, vandalise, put at risk, pollute, litter or obstruct

- hinder, disrupt or otherwise interfere with the operation or availability of any GOTAFE property, or any property of any member of GOTAFE community or any associate of GOTAFE
- Enter, occupy, use or interfere with any GOTAFE property, or enable any other person to do so without the authorisation of GOTAFE
- Possess, duplicate, use or provide other persons with access codes, keys, access cards, passwords or similar information or devices to any GOTAFE property, without prior authorisation of GOTAFE.
- GOTAFE property includes but is not limited to buildings, plant and equipment, telephones, vehicles, learning materials, library materials, computer hardware, software and other technologies, fire alarms and equipment and safety and security devices.

### 13. Alcohol & Other Drugs

- Students are not to bring alcohol or drugs onto campus or enter campus grounds whilst under the influence of drugs or alcohol. This includes participating in classes, tutorials, library or practical work.

### 14. Bullying, Harassment & Equal Opportunity

- GOTAFE recognises the right of individuals to be free from harassment while engaging in activities undertaken as part of their enrolment as a Student with GOTAFE. Students are to be aware that criminal penalties exist for certain types of behaviour.
- Students are to report any incidents of harassment, bullying or discrimination to their Teacher or other staff member.

### 15. Threatening Conduct

- Where a Student's behaviour is inappropriate but not a risk to safety, the supervisor will discuss it with them as per the requirements of this Policy.
- If the Students behaviour is threatening or presents a risk to themselves or others, this will be seen as Emergency Risk Level Behaviour and police will be contacted.

### 16. Criminal Behaviour

- Students engaging in criminal behaviour will be referred to the police.  
The following examples of behaviours are illegal and are regarded as criminal offences:
  - graffiti
  - indecent exposure
  - obscene phone calls, texting, emails and letters
  - physically molesting a person
  - deliberate document falsification
  - identity theft (falsification or use of another person's identification documentation).

### 17. Other things to be aware of

#### 17.1 Emergency Risk Level Behaviour

- If your behaviour is seen as an immediate risk to your safety or that of others. Such as committing or threatening to commit a serious crime such as:
  - Stalking
  - violence with or without a weapon
  - physical/sexual assault
  - or major property damage.
- Or you initiate an emergency such as:
  - Fire
  - Bomb threat
  - or security breach

GOTAFE will implement its critical management procedure immediately and police will be called

### 17.2 Medical Conditions

- During the period of study, Students may develop an illness or become sick. Should this occur prior to classes commencing, Students (or parents/guardians) are asked to contact GOTAFE to advise that they will not be attending class (and if known, state the period of time that they are expected to be away).
  - If the sickness develops during the day, the Student may ask to leave class early to go home. If the Student is under 18, parents/guardians will need to be contacted to pick the Student up from the campus. If no contact can be made, the Student will go to a designated quiet area until the normal finish time of the class.
- It is the responsibility of the Student/parent/guardian to advise GOTAFE Student Services of any potential negative behavioural or physical affects brought about by the taking of prescription medication and/or diagnosed disabilities. This is to protect the health and safety of the individual and the employees and members of the GOTAFE community.

### 17.3 Are you under the Age of 18?

- If you are under 18 years old, and do not have independent living status, GOTAFE has a duty of care for your safety and wellbeing while you are engaging in the activities of GOTAFE, including participating in off campus activities organised by GOTAFE.
- Some key points to remember are:
  - If you are absent from a scheduled class we will report this to your parent/guardian/school.
  - If sickness develops during the day you may ask to leave the class, GOTAFE will contact your parent or guardian to collect you from the premises. If your parent or guardian cannot be contacted, you will go to a designated quiet area until the normal finish time of the class.
  - If you are an apprentice we report your absence to your employer.
  - If your Teacher has planned an off campus activity (camp or excursion), GOTAFE must obtain your parent's/guardian's permission for you to attend.
- You must always arrange to have a parent or legal guardian present during any formal behaviour management meetings.
- Further detail of GOTAFE's expectations of you, are in the GOTAFE VETiS Student handbook and Induction guide and/or the GOTAFE Student Handbook which are available on the Public Website.

### 17.4 Expectations of Parents and Guardians (Students under 18 and/or TEC Students)

- Ensuring that their child understands the Student Code of Conduct Policy and Procedure and also the GOTAFE VETiS Student handbook and Induction guide and or the GOTAFE Student Handbook which are available on the Public Website.
- When engaging with GOTAFE, behave according to the principles set out in GOTAFE Student Code of Conduct Policy and Procedure
- Undertake and/or support any action as agreed to by the parties to any substantiated allegation of misconduct.
- Be aware that an authorised person may contact them in relation to any alleged breaches of the student code of conduct, and that their presence in those proceedings will be required if their child is under 18.

### 17.5 Guidelines for Children in the Classroom

The following guidelines have been developed to protect the interests of students' children and GOTAFE.

- 17.5.1. Factors to be taken into account by a parent or guardian when considering bringing children on to campus in emergency situations are:
- the age of the child(ren);
  - the nature and location of the class;
  - the degree of possible interference and disruption to other students; and occupational, health and safety issues.
- 17.5.2 GOTAFE has a general duty to protect persons from unreasonable risk or harm, which may be a result of 'lack of control of the conduct of others'. Supervisors have a responsibility for ensuring that students who bring children on to campus are aware of the issues involved.
- In particular:
- Children, with or without an adult, must not be allowed into hazardous areas such as laboratories, workshops or plant rooms at any time.
  - A child brought into GOTAFE precincts must be under the direct supervision of a parent or guardian at all times. Responsibility for all aspects of the child's behaviour rests solely with the parent or guardian and responsibility for any damage caused by a child rests with the parent or guardian.
  - When bringing children into GOTAFE precincts, the needs of other students should be recognised and addressed. Students should not expect other staff or students to take care of their children. Consultation may assist in resolution of any problems.
- 17.5.3 Parents or Guardians may be requested by a staff member/supervisor to remove their children if any of the above guidelines are contravened.

## Appendix 6 - Student Conduct Resolution Appeal Process

- An individual wishing to lodge an appeal against a penalty imposed on them in relation to the Student Code of Conduct will do so through submitting a Student Conduct Resolution Contract Appeal form to the General Manager Education. Addressed 'Confidential', General Manager: Education, Goulburn Ovens Institute of TAFE, 152-200 Fryers Street, Shepparton, 3630 within ten (10) working days of any decision.
- An appeal will result in the penalty being suspended until the appeal is decided, unless extenuating circumstances can be demonstrated to the General Manager of Education or delegate by the department involved. When a penalty is suspended pending the outcome of the appeal, all relevant parties will be informed of such appeal.
- The Appeals Panel will comprise the following, provided individuals in positions nominated are not a respondent to a complaint, to which case a replacement position will be allocated:
  - the General Manager Education (or their nominee) as Chair
  - a manager nominated by the Executive Committee from a division other than that in which the appeal refers to (as appropriate)
  - a staff representative nominated by the Executive Committee from a teaching area other than that in which the student is/was enrolled or relates to, if the complaint relates to education delivery, or a staff representative from an un-related corporate/support area for complaints outside of education delivery.
- The Appeals Panel shall meet to hear the appeal within ten (10) working days of receiving the Appeal Form.
- The student is able to nominate a support person to be present at the Appeals Panel hearing, who can be either a GOTAFE employee or person external to the organisation. If the student is under the age of 18 and does not have independent living status they must be accompanied by a parent/guardian.
- The Appeals Panel shall hear the appeal and if required, the Chair shall have a casting vote. The decision of the panel shall be final.
- The Panel may arrange pre-appeal hearing meetings with the relevant parties prior to the appeal hearing.

### The appeal hearing:

1. All parties concerned shall be given the opportunity to submit documents to the Appeals Panel. These documents must be provided to the Chair at least five (5) working days prior to the Appeals Panel hearing meeting to enable the Appeals Panel time to examine the documents.
  2. The student shall be given the right to appear personally and present their evidence to the Appeals Panel and may choose a representative to be present at the appeal hearing.
  3. The teaching unit in which the student is enrolled will be given the right to appear, or a teaching member may be required to attend the appeal hearing to respond to questions.
  4. The Appeals Panel shall meet in private to deliberate its decision.
  5. The Appeals Panel, having considered a student's appeal, shall either disallow the appeal, or allow the appeal and determine what the student be entitled to.
  6. Notification of the decision shall be forwarded to the student in writing within five (5) working days of the appeal. If an appeal is rejected, reasons for rejection shall be stated in writing.
  7. The Chair shall retain a formal record of the proceedings of the Appeals Panel and present a report for endorsement by the Executive Committee at its next meeting.
  8. Where an appeal against exclusion or suspension is dismissed, the General Manager Education or delegate will inform the Registrar and other relevant parties of the decision
  9. Records of the Appeals Panel shall be maintained by the Registrar.
- Nothing in this clause restricts a student's right to lodge an application to a body external of GOTAFE. Where this happens, GOTAFE should be informed by the Student of such application and all investigations internal of GOTAFE will be placed on hold until that application is finalised.

**Timing**

- Student needs to lodge an appeal within ten (10) working days of a penalty being imposed on them
- The Appeals Panel shall meet to hear the appeal within ten (10) working days of receiving the Appeal Form
- All parties concerned shall be given the opportunity to submit documents to the Appeals Panel. These documents must be provided to the Chair at least five (5) working days prior to the Appeals Panel hearing
- Notification of the decision shall be forwarded to the student in writing within five (5) working days of the appeal.

Appendix 7 – Responding to incidents, disclosures and suspicions of child abuse flowchart

FOUR CRITICAL ACTIONS FOR VET & HIGHER EDUCATION PROVIDERS

Responding to Incidents, Disclosures and Suspicions of Child Abuse



YOU MUST TAKE ACTION

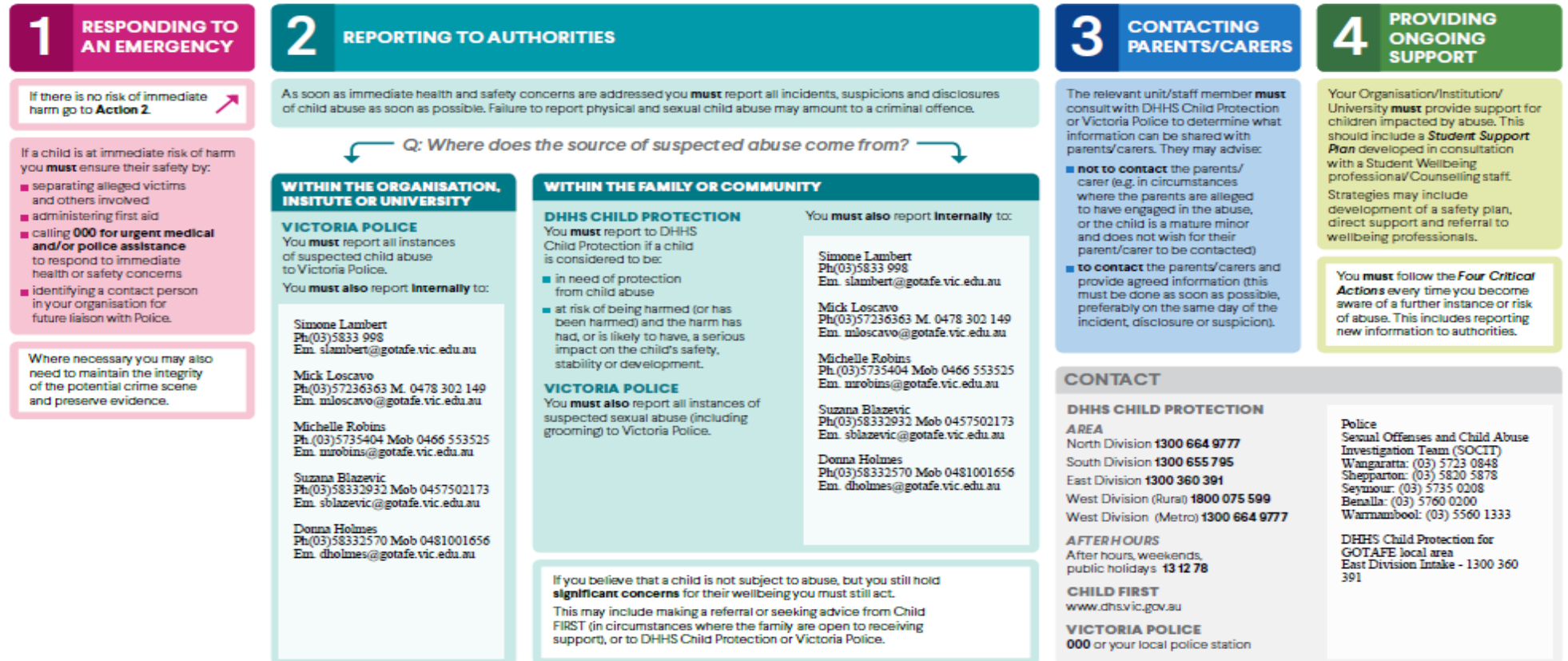
As an Organisation/Institution/University staff member, you play a **critical role** in protecting children\* in your care.

- You **must** act, by following the four critical actions, as soon as you witness an incident, receive a disclosure or form a reasonable belief that a child has, or is at risk of being abused.
- You **must** act if you form a suspicion/reasonable belief, even if you are unsure and have not directly observed child abuse (e.g. if the victim or another person tells you about the abuse).

You must use the relevant templates to keep clear and comprehensive notes.

GOTAFE forms  
Incident/Disclosure Report form, Child Safe Policy, Child Safe Reporting Procedure.

\*A child or young person is defined as a person under the age of 18 years



## Appendix 8 – Student, Child and Young Person Safety Code of Conduct Agreement

### Introduction

GOTAFE is committed to the safety and wellbeing of its students, staff, visitors, children and young people and recognises the importance of and responsibility for ensuring our learning communities are safe and supportive. We aim to provide a quality learning environment free from all forms of abuse, discrimination and bullying, victimising or threatening behaviours.

This Code of Conduct aims to protect you, other students, staff, children and young people and reduce any opportunities for child abuse or harm to occur. It outlines your rights and your responsibilities and assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement GOTAFE's policies and procedures, professional standards, codes or ethics and child safe protection standards.

The Code of Conduct reflects GOTAFE's belief that:

- All individuals are to be valued and treated with respect.
- All students have a right to work in a secure and safe environment which provides the opportunity to learn to their full potential.
- Students have a right to expect that they will be taught in an orderly and co-operative environment free from unwarranted disruption.
- Parents of children and young people have a responsibility to support GOTAFE in its efforts to maintain a positive teaching and learning environment.
- Staff have an obligation to reasonably, consistently and fairly implement the Code of Conduct.
- This Code of Conduct reflects the expectations of the GOTAFE community.

### Implementation

In your induction your teacher will discuss your rights and responsibilities relating to this code of conduct for acceptable and non-acceptable behaviours and our commitment to providing quality training. We are a Child Safe Organisation where we will not tolerate any forms of abuse towards children and young people 17 years and under, who are students or visitors to GOTAFE across all domains including social media and associated events.

Abuse under the Victorian Child Safe Standards is defined as:

- sexual or grooming offences
- physical violence
- serious emotional or psychological harm
- serious neglect

Under the Child Safe Standards it is the responsibility of all adults 18 years and over to ensure the prevention, protection and disclosure of all suspicion of abuse towards a child or young person. As you can appreciate the Vocation Education and Training VET sector is a unique environment where children, young people and adults are often within the same location. It is a requirement under the Child Safe Standards that all Victorian adults understand their responsibilities when around children and young people.

GOTAFE has trained and qualified people who are in the role of Child Safe Officers. They will assist with any student, child and young person safety, Rights and Responsibilities and Code of Conduct concerns which are raised by a child or young person relating to abuse allegations. The Child Safe Officers can also support adult students who have concerns about abuse towards a child or young person who may or may not be affiliated with GOTAFE.

Please refer to Appendix 7 – Responding to incidents, disclosures and suspicions of child abuse flowchart which sets out four critical actions.



If you would like further information or clarification relating to this Student, Child and Young Person Safety Code of Conduct agreement, please ask your teacher or call 1300 GOTAFE (468 233) and request to speak to a Child Safety Officer.

### Acceptable Behaviours

As students we commit to the principles of the Student Code of Conduct and the Child Safe Policy, by adhering to the following acceptable behaviours:

- Commitment to learning
- Respect
- Safety, health and welfare
- Student dress standards
- Workshop dress standards
- No smoking on campus grounds
- Appropriate use of technology - personal or institute provided
- Ethical use of social media
- Appropriate group behaviours
- No cheating or plagiarism
- Respecting Institute and/or personal property
- No drinking of alcohol or taking of illicit drugs or bringing them or other legally prohibited items onto campus
- No bullying, harassment of staff or fellow students
- No threatening or intimidating behaviour
- No threatening conduct
- No criminal behaviour.

These principles under the student code of conduct apply across all work placements, study tours and excursions where you are a representative of GOTAFE.

### Safe Standards for Children and Young People

- Uphold GOTAFE's statement of commitment to child and young people's safety at all times and adhering to GOTAFE's child safe policy
- Treat children and young people and their families with respect both within the campus environment and outside the GOTAFE environment as part of normal social and community activities.
- Listen and respond to the views and concerns of children and young people, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child or young person.
- Respect the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- Respect the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of students with a disability
- Report any allegations of child abuse or other child safety concerns to GOTAFE's Child Safe Officers
- Understand and comply with all reporting or disclosure obligations as they relate to protecting children from harm or abuse.
- If a child or young person is in immediate danger from abuse, ensuring as quickly as possible that they are safe and protected from harm by **calling 000**.

**Unacceptable Behaviours**

As students you must familiarise yourself with the below principles that are regarded as unacceptable or suspicious behaviours that may put a child, young person or yourself at risk.

You must not:

- ignore or disregard any concerns, suspicions or disclosures of child or young person abuse
- develop a relationship with a child or young person that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with children or young people which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with children or a young person directly or within the vicinity of
- treat a child or young person 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 school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or young person except in accordance with GOTAFE policy or where required for duty of care purposes
- where children and young people are present do not consume alcohol or take illicit drugs under any circumstances.

**Expectations of all Students**

At GOTAFE we expect students and staff to display honesty, fairness, co-operation and courtesy. We also expect them to display responsibility, self-discipline and the ability to work co-operatively with others in fostering a positive learning environment by:

- treating all members of the GOTAFE community with courtesy and respect
- being tolerant and considerate of others and respecting their rights and property
- following instructions and working to the best of their ability
- being punctual and regular in attendance
- behaving in a manner that reflects GOTAFE's attitudes and behavioural standards in all related activities
- wearing full uniform on all appropriate occasions
- not possessing alcohol, drugs or potentially dangerous or legally prohibited items on GOTAFE premises
- not promoting or conducting inappropriate activities on GOTAFE premises
- using GOTAFE equipment only for appropriate purposes
- assisting in maintaining a clean and tidy learning environment by tidying up and using bins
- treating GOTAFE and personal property with respect and being responsible financially if they fail to do so.

Breaches of the Student Expectations will result in appropriate consequences being applied. These consequences might include:

- official warnings – including a Student Conduct Resolution Contract
- discipline hearings
- suspension

- expulsion
- a process under Complaints, Misconduct and Unsatisfactory Performance guidelines for managing employment concerns can be undertaken
- other processes as related to the Student Code of Conduct
- other processes as related to the Child Safety Policy
- referral to the police or other appropriate agencies.

Once you have read and understood these principles relating to the expectations of your own behaviour towards others and the appropriate behaviours towards yourself by others please sign in the required areas. A copy will be kept in your student file for auditing purposes.

**Please fill in and sign**

**Name** \_\_\_\_\_

**Course** \_\_\_\_\_

I have read, understand the above, and agree to abide by the Student Code of Conduct Procedure and the Child Safe Policy.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_