UPPER YARRA
SECONDARY COLLEGE
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CHILD SAFE CODE OF CONDUCT

Rationale

Upper Yarra Secondary College's Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school. It provides a high-level statement of professional boundaries, ethical behaviour, and acceptable and unacceptable relationships.

All Upper Yarra 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).

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children. When everyone is educated about the Code of Conduct and the reasons it is so important to uphold, the School environment becomes much more transparent, and people are accountable for their behaviour. *Above all, a Child Safety Code of Conduct helps to protect children from harm.*

Implementation

The Principal and school leaders of Upper Yarra Secondary College will support the implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide an inclusive, safe and orderly school and other learning environments. The Principal and school leaders will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

The Code is made available to all staff, volunteers, families and students.

Upper Yarra Secondary College has the following expectations of behaviours and boundaries for all adults interacting with students within our School community. This includes all teaching staff, non-teaching staff, School Council members, volunteers (direct and indirect), third party contractors, external education providers and parents/guardians.

Acceptable Behaviours

As Upper Yarra 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:

- Always upholding Upper Yarra Secondary College's commitment to child safety and adhering to our Child Safety and Wellbeing Policy and Code of Conduct.
- 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 students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LQBTIQ+) students
- Ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- Reporting any allegations of child abuse or other child safety concerns to the Principal, Assistant Principal, Team Leader, Wellbeing Leader, or Wellbeing Team Member.
- 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.
- Behave as a positive role model to students.
- Use positive and affirming language toward students.
- Encourage students to 'have a say' and then listen to them with respect.
- Respect cultural, religious, political and gender-based differences.
- Help provide an open, safe, and supportive environment for all students to interact and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Child Safety Code of Conduct to the School's leadership.
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.
- Handle all personal information in accordance with the School's Privacy Policy.

Unacceptable Behaviours

As Upper Yarra 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)
- Display behaviours/engage with students in ways that are not justified by the educational or professional context
- Ignore an adult's overly familiar or inappropriate behaviour towards a student
- Discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- Treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- Communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- 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.
- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Use prejudice, oppressive behaviour or inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special' relationships with students that could be seen as favouritism or amount to grooming behaviour (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student that is not your own child.
- Post online any information about a student that may identify them such as their: full name, age, e-mail address, telephone number, residence, school, or details of a club or group they may attend.
- 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 inuendo with students, except where it occurs relevantly in the context of parental guidance or delivering the education curriculum

Breaches to the Child Safety Code of Conduct

All Upper Yarra 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 Upper Yarra Secondary College Child Safety Code of Conduct must be reported to the Principal and/or Assistant Principal as soon as possible.

If the breach or suspected breach relates to the principal, contact North Eastern Victoria Region on 1300 333 231 or NEVR@education.vic.gov.au.

When there are concerns a child is in immediate danger, the Police should be contacted on 000.

Created date	November 2024
Consultation	Year Level team Leaders – November 2025 Senior Leaders – 17th November 2025 Wellbeing Team – November 2025 School Council - November 2025
Endorsed by	Principal School Council President
Endorsed on	December 2024
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