



## Student Safety Code of Conduct

---

### Purpose of this Code of Conduct

The purpose of this Student Safety Code of Conduct (the **Code**) is to establish clear expectations for appropriate and professional behaviour by staff at Ivanhoe Grammar School as it relates to the care, safety and welfare of students.

Staff behaviour will support the School's objective of developing the attributes of an Ivanhoe Learner. It will also reflect that building this potential is best achieved in an inclusive, respectful, courteous, safe environment free from bullying, sexual harassment, discrimination, victimisation and child abuse.

This Code is also a child safety code of conduct made in accordance with *Ministerial Order No. 870 (Child Safe Standards – Managing the Risk of Child Abuse in Schools)*, and is part of the School's Student Wellbeing framework of policies and procedures.

This Code is in addition to profession specific codes of conduct, such as the Victorian Institute of Teaching's Standards of Professional Practice and Code of Conduct for teachers that outline behaviours expected by all teachers in Victoria. School staff must also comply with other policies and procedures at the School that apply to them, including the Student Safety Policy.

### The way we do our job

All staff at Ivanhoe Grammar School will support student safety and student learning, personal, social and emotional growth.

Specifically, staff will adhere to:

- The School's Student Safety policies (including the Student Safety Policy, Mandatory Reporting Policy, Student Safety – Concerns Management Procedure and Reportable Conduct Policy) and associated guidance material at all times.
- Health and Safety policies.
- Human Resource Policies.

### Provision of learning experiences

Staff will provide or support the provision of learning experiences that:

- Are delivered in an environment of mutual respect.
- Are challenging but achievable.



## **IVANHOE** GRAMMAR SCHOOL *courageous and kind*

- Are tailored to each student.
- Cater to individual learning styles, abilities, skills and talents.
- Do not involve discrimination.

Staff will also:

- Respect personal differences (including differences regarding cultures, religions, politics, gender diversity and sexuality) and encourage others to do the same.
- Promote the cultural safety, participation and empowerment of Aboriginal students.
- Promote 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.
- Recognise and ensure by their own actions that an appropriate and professional relationship with students without bullying, sexual harassment, discrimination, victimisation or child abuse is maintained at all times.

### **Advocacy and assistance for students who need extra care**

Staff must also recognise that some students are children who need extra care and to be provided with advocacy or assistance to advocate for themselves.

Specifically staff will:

- Assess all new activities and environments for exposure of students to physical or mental harm, bullying, sexual harassment, discrimination, victimisation and child abuse risks and ensure controls are implemented to eliminate or otherwise reduce these risks as much as is reasonably practicable.
- When considering impacts to physical and mental wellbeing, bullying, sexual harassment, discrimination, victimisation and child abuse risks - be aware that a higher level of supervision and consideration will be required for students to avoid injury to that which we afford other adults.
- Listen and respond to the views and concerns of students, particularly if a student tells a staff member that they or another student has been abused and/or is worried about their safety (or the safety of another); assist students to refer any concerns or complaints to the wellbeing team.
- When considering student wellbeing issues - refer any concerns, concerning behaviours, allegations, complaints or even rumours to the wellbeing team in line with the Student Safety - Concerns Management Procedure.



# IVANHOE

GRAMMAR SCHOOL  
*courageous and kind*

- If a staff member forms a reasonable belief that a student is in need of protection from child abuse, or is displaying abusive behaviours - take steps to protect the student and make reports in line with the School's Student Safety policies and procedures.

## DO:

Specifically staff will:

- Model and engage in professional, respectful and impartial language and behaviour at all times.
- Take all reasonable steps to protect students from bullying, sexual harassment, discrimination, victimisation, grooming or child abuse.
- Promote awareness of definitions, prevention and redress actions to keep Ivanhoe Grammar School free from bullying, sexual harassment, discrimination, victimisation, grooming and child abuse among students, and between students and staff.
- Be aware of and alert to risk factors related to and indicators of harm in students, and where appropriate, report such risks or indicators to the School's Student Safety Officers or Head of Campus and the relevant authorities (and otherwise as required in accordance with the Student Safety – Concerns Management Policy, Reportable Conduct Policy, Student Safety Policy and Mandatory Reporting Policy).
- Call Victoria Police on 000 if an immediate concern is formed about a student's safety.
- Provide age appropriate supervision for students.
- Ensure, as far as is reasonably practicable, that staff are not alone with students unless it is necessary to fulfil the staff member's duty of care or professional duties.
- Treat all students and members of the School community with courtesy and respect (including by modelling positive, professional and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment for students).
- Only communicate directly (in person or through other means) with a student when the student is at school, or to directly assists with their learning if out of hours. There may be other instances that are necessary, such as to fulfil an out of school wellbeing contact role in the case of the Dean of International students or Homestay Coordinator.
- Limit online contact with a student or their family to providing school related information or assisting with school work. Where teachers have a guardian role such as exchange coordinators, the Dean of International Students and homestay coordinators contact to support the student's wellbeing or safety is considered School related.
- Respect the privacy of others by not sharing personal information about a student (including any information that could be used to identify a student) unless necessary for their safety or to promote their wellbeing and educational experience.



**IVANHOE**  
**GRAMMAR SCHOOL**  
*courageous and kind*

- Where it is necessary to share personal information, only doing so in an environment where it will be treated confidentially.
- Encourage students to 'have a say' and participate, then listen to them with respect. In particular, listen and respond to the views and concerns of students, particularly if they are telling you that they or another student has been abused (or they are worried about their safety or the safety of another child).
- Help provide an open, safe and supportive environment for all students to interact and socialise.
- Ensure any response to a student's behaviour or circumstance is commensurate with the student's age and vulnerability (and the staff member's responsibility for the care, safety and welfare of the student).
- Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).

**DO NOT**

Staff must not

- Take, publish or disseminate (including online) photos, recordings or videos of students without consent from the student's parent or guardian.
- Post online any information about a student that may identify them, such as their: name, age, email address, telephone number, residence, school or details of any association, club or group that they may be affiliated with.
- Consume alcohol in the presence of students, unless at an official School function at which alcohol consumption by staff has been approved by the Principal.
- Attend School while under the influence of alcohol or illegal drugs, or be affected by prescription medication to the extent it impairs the staff member's ability to perform his or her duties.
- Cross professional boundaries with a student, including without limitation by:
  - Developing any 'special' relationships with students that could be seen as favouritism.
  - Engaging in unnecessary physical contact with a student unless it is necessary to fulfil a staff member's duty of care or professional duties. Staff will document and report to the Student Safety Officer and/or the Head of Campus any instances where they are required to have physical contact with a student.
  - Using physical force (or the threat of physical force) or engaging in any other form of physical violence towards a student, including inappropriate or unnecessary physical play.



## **IVANHOE** GRAMMAR SCHOOL *courageous and kind*

- Exchanging personal contact details such as personal phone numbers, social networking sites or private email addresses with students, unless approved by the Principal.
- Providing or offering gifts or special treatment.
- Meeting with a student in their home, or a location otherwise separate to the School, whether for educational purposes or otherwise, without the School's permission.
- Engage in bullying, sexual harassment, discrimination, victimisation or child abuse towards or in the presence of students at any time.
- Use prejudicial, oppressive behaviour or inappropriate language with (or in the presence of) students.
- Promote personal views on cultures, disability, ethnicity, gender, race, religion, gender diversity or sexuality in the presence of students or discriminate against any student on the basis of such matters.
- Engage in open discussions of an adult nature (such as those that are not professional or age appropriate, or which otherwise involve a staff member's personal life) in the presence of students without a valid professional context.
- Encourage or suggest that students keep secrets, or engage in any behaviour, regardless of the context that would confuse professional boundaries, thereby exposing students to greater vulnerabilities.
- Have any electronic, online or private contact (other than via the School portal or network) unless necessary to assist a student with matters of an academic, administrative or pastoral nature and conducted in a way that is authorised by the School.
- 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 or significant emotional or psychological harm.
- Ignore or disregard student safety concerns (including allegations of actual or suspected child abuse or reportable conduct).

### **Staff as parents and members of the School community**

The School recognises that many staff have children of their own, and in any case will socialise with other adults who have children.

While this Code is not intended to interfere with a staff member's right to a private life, working at the School requires a serious commitment to student safety.



# IVANHOE

## GRAMMAR SCHOOL

*courageous and kind*

Accordingly, in all aspects staff must conduct themselves in a way consistent with this Code, including by avoiding in private situations (including on social media) which could be perceived as contrary to this Code or involving a risk to student safety.

### Report any concerns

Members of the School community (other than staff) who are aware of or suspect child abuse or reportable conduct, or who otherwise have concerns about a student's welfare, should immediately raise their concern directly with the School in accordance with the Student Safety – Concerns Management Procedure.

Other concerns can be raised in accordance with the School's Grievances Policy.

Staff should report any concerns about potential breaches of this Code to the Principal (or the Board if the concern is about the Principal), and otherwise comply with the Student Safety – Concerns Management Procedure, Mandatory Reporting Policy, Reportable Conduct Policy and Student Safety Policy.

Whenever there are concerns that a student is in immediate danger, Victoria Police should be contacted on 000.

### Breach of this Code

Where staff breach this Code, the School will take appropriate disciplinary action up to and including termination of employment.

### Communication

This policy is available to parents, students and the School community via the School's website.

This policy is available to staff as part of the School's internal policies and procedures, and forms part of the School's induction program for incoming staff. Aspects of (and updates to) the School's student protection framework will be addressed in the School's professional development updates, training programs, bulletins and newsletters.

### Related documents

- Student Safety Policy
- Student Safety Responsibilities
- Student Safety – Concerns Management Procedure
- Mandatory Reporting Policy
- Reportable Conduct Policy



**IVANHOE**  
**GRAMMAR SCHOOL**  
*courageous and kind*

Last Review Date: November 2021	Approved By: Board of Governors
Next Review Date: November 2022	Approval Date: May 2021
Policy Owner: Heads of Campus	

**Declaration**

I acknowledge that I have read Ivanhoe Grammar School's Student Safety Code of Conduct. I understand and agree to abide by the Code and that if I am found to be in breach of the Code I may be subject to disciplinary action, up to and including termination of employment.

---

Name:

Date: