



<b>POLICY</b>	<b>Child Safe Code of Conduct</b>
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Policy Owner	Principal
Function/Area	Risk Compliance

## Policy Statement

This Child Safe Code of Conduct code outlines expected standards of behaviour for all adults in the College environment towards students. The Code serves to protect students, reduce any opportunities for abuse, grooming or harm to occur, and promote child safety in the College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

It is the College's policy that any and all objectively observable behaviour that breaches the Child Safe Code of Conduct is a child safety incident that must be reported internally. Any breach that meets the threshold for external reporting must also be reported to the relevant external authority. For more information, refer to Child Safety Policy and Procedure for reporting of child abuse or neglect.

## Policy Scope

The Child Safe Code of Conduct applies to all staff, members of the governing body, contractors, volunteers and external education providers. Additionally, it applies to student teachers on placement at the College, parents and guardians and other adult family members of students of the College and visitors to campus.

The Child Safe Code of Conduct applies in all College environments. College environments include both physical and online environments, as well as any environment (including those outside the College's grounds) where College-related activities are occurring.

## Policy Principles

### 1. All people as listed in the policy scope will:

- Act in accordance with Tranby College's child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children at Tranby College.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.

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- Contribute, where appropriate, to College policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by Tranby College's risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with College policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by legislation and by Tranby College's policy and procedure on internal and external reporting.
- Comply with Tranby College's protocols on communicating with children.
- Comply with all legislative requirements and the College's policies and procedures on record keeping and information sharing.

**2. All people as listed in the policy scope will NOT:**

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually, psychologically or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children for a purpose unrelated to the College's activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless required to do so by the College's policy and procedure on reporting.
- Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

**3. If it is thought this Code of Conduct has been breached by another person, all persons listed in the scope of this policy will:**

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to the Principal or Deputy Principal of the College.
- Follow the College's policies and procedures for receiving and responding to complaints and concerns.
- Comply with legislative requirements on reporting if relevant, and with the College's policy and procedure on internal and external reporting.

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## Responsibilities

### Staff Responsibilities:

Each Staff member has the responsibility to:

- Act if they have concerns or knowledge that abuse or neglect may be occurring.
- Assess student's behaviour based on the overall knowledge of the student.
- Be aware of the immediate needs of a student making a disclosure and respond accordingly.
- If concerned that abuse or neglect may be occurring, but the child has not made a disclosure, keep brief, written records of observations and consult with the Principal and College psychologist as required.
- Ensure any anecdotal records regarding concerns or disclosures are kept with the Principal, regarded as strictly confidential.
- NOT investigate or determine whether abuse or neglect has occurred. This is the role of DCPFS or the Police.
- In consultation with the Principal and Student Support Team, provide support for the student who has disclosed.
- Ensure people who make reports in good faith are protected from victimisation or other adverse consequences
- Teach appropriate protective behaviours.
- Adhere to and complete mandatory and non-mandatory reporting as required by law

### Manager's Responsibility

The Principal and the College Leadership has responsibility to:

- Ensure staff are well trained and familiar with the Child Safety policy.
- Ensure staff are aware of their responsibilities in respect of the College's procedure for reporting and recording incidents of child protection, including Mandatory Reporting and the Ombudsman Reportable Conduct Scheme.
- Ensure staff are aware that confidentiality is paramount, however, staff cannot agree to student's demands for confidentiality from parents/guardians, agencies or police if required.
- Support victims of abuse or neglect through an appropriate management plan formed in consultation with DCPFS, seeking advice from the Student Services team.
- Ensure people who make reports in good faith are protected from victimisation or other adverse consequences
- Have effective Human Resources practices to ensure all employees, volunteers and contractors are adequately screened, inducted trained and supervised.
- Review policy.
- Support staff with their reporting obligations.

### College's Responsibility

Tranby College has a responsibility to:

- Ensure all staff have a valid Working with Children Check.
- Comply with legislated requirements.
- Put in place procedures for the recognition, notification and support of students who are at risk or are victims of abuse or neglect.
- Communicate to all parents regarding the mandatory requirements for teachers to report. This can be done through a letter to parents or as an inclusion in the school's regular newsletter.
- Ensure people who make reports in good faith are protected from victimisation or other adverse consequences

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- Make reports to the Ombudsman Reportable Conduct Scheme and other relevant bodies and agencies if required to do so under College policies and legislation and regulations.

## Related Policy and Procedures

Policy	Concerns, Complaints and Disputes
Policy	Duty of Care and Safety
Policy	Risk management
Procedure	Reporting of child abuse or neglect
Code of Conduct (workplace, student and parent)	

## Applicable Legislation

Children and Community Services Act 2004  
 Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008  
 Criminal Code Act (1913)  
 Criminal Code Amendment (Cyber Predators) Act 2006 (changes to s204B of The Criminal Code)  
 Working with Children (Criminal Recording Checking) Act 2004  
 Working with Children (Screening) Act 2004  
 School Education Act 1999

## Further Information

Further information concerning any aspect of this policy may be directed to the *Deputy Principal*.

## Policy Sign off & Acceptance

Sign off is required by:

**Principal**

## Revision History *(filled out Board or Principal)*

Version	Approved/ Amended/ Rescinded	Date	Board/ Principal	Approval/ Resolution Number	Key Changes & Notes
1.0	Approved	June 2021	Principal	June 2021	-
2.0	Approved	March 2022	Principal	March 2022	Updated job titles
3.0	Approved	Oct 2025	Principal	October 2025	Updated to include Ombudsman

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