

	Oakleigh Grammar	
Policy Document Name	Child Safety Code of Conduct	
Date Ratified by Board of Management	August 2025	
Date for Review	August 2026	

1. Purpose

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Oakleigh Grammar staff, volunteers, contractors, service providers, Board of Management 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).

2. Acceptable Behaviours

Oakleigh Grammar, staff, volunteers, contractors, and any other member of our school community involved in child-connected work, are responsible for supporting and promoting the safety of children by:

- always upholding our Oakleigh Grammar commitment to child safety and adhering to our Child Safety and Wellbeing Policy
- 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 other vulnerable 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 Deputy Principal or any member of the Executive
- 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.

3. Unacceptable Behaviours

As Oakleigh Grammar staff, volunteers, contractors and any other 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 or 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 where required for duty of care purposes, as part of a specific curriculum or assessment task, or as a record of participation in a school event
- 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.

Note: The exception to the final point is where staff members have connections with students through their children's friends or at public events such as attendance at church, community events or sporting activities.

4. Breaches to the Child Safety Code of Conduct

All Oakleigh Grammar 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 Reportable Conduct Scheme administered by The Commission for Children and Young People (CCYP) and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Oakleigh Grammar Child Safety Code of Conduct must be reported to the Principal and Deputy Principal.

If the breach or suspected breach relates to the Principal, contact is to be made to the Chair of the Board of Management.

5. Associated Policies

This policy should be read in conjunction with other school policies including:

- Child Safety and Wellbeing Policy
- Child Safety and Wellbeing (Child Friendly) Policy
- Child Safety Reporting Obligations & Procedures Policy (Incl. Mandatory Reporting)
- Staff Code of Conduct and Professional Behaviours Policy
- ICT Acceptable Use and Social Media Policy
- Code of Conduct School Community Policy.