



Child Safe Code of Conduct

Purpose

CSV Limited and its schools, Casey Grammar School, Balcombe Grammar School and Clyde Grammar (collectively referred to as "CSV") are committed to creating and maintaining a child safe organisation where students are safe and feel safe, including culturally. The Child Safe Code of Conduct supports the Child Safety & Wellbeing Policy by setting out clear behavioural expectations that promote the safety, wellbeing, participation and empowerment of every student.

This Code of Conduct applies to all interactions with students and is designed to protect students, reduce opportunities for abuse or harm, promote a child safe culture and ensure all adults understand their role in maintaining safe, respectful and professional relationships.

All adults are expected to always exercise sound professional judgement and act in the best interests of students. The behaviours outlined in this Code are not exhaustive. Where there is any uncertainty about whether conduct is appropriate or consistent with this Code, the Child Safety & Wellbeing Policy or other CSV policies, guidance must be sought from the Principal or a Child Safety Officer before acting.

To ensure the Code of Conduct is embedded within the schools, CSV will:

- Ensure all staff (as defined below) are aware of this Code and understand how it applies to them.
- Include the Child Safe Code of Conduct in all new staff employment contracts.
- Communicate behavioural expectations during induction and through ongoing training.
- Reference the Code of Conduct during recruitment and selection processes where appropriate.
- Promote awareness of the Code through regular staff communications and professional learning.
- Make the Code publicly available on each school's website.
- Inform students, parents, carers and members of the school community of the behavioural standards expected of adults interacting with students.

Scope

This Code of Conduct applies to all CSV staff for the duration of their employment or engagement with CSV. For the purposes of this policy 'staff' includes contractors, volunteers, casual relief teachers (CRTs), and student teachers.

This Code of Conduct applies to all activities that involve, result in or relate to contact with students. The application of this Code of Conduct is not limited to the school's grounds and operating hours and extends to any situation where staff have contact with students, including online environments.

Whilst students who are 18 or older are legally adults, CSV continues, where appropriate, to apply this Code of Conduct to all enrolled students.

CSV LTD

ABN 93 061 557 364

Balcombe Grammar School

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www.balcombegrammar.vic.edu.au

Casey Grammar School

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Cranbourne East, Victoria 3977
Ph. (03) 5991 0800
www.caseygrammar.vic.edu.au

Clyde Grammar

110 Smiths Lane
Clyde North, Victoria 3978
Ph. (03) 8903 4500
www.clydegrammar.vic.edu.au

Commitment to Child Safety

Every adult within the CSV school community shares responsibility for creating and maintaining a child safe culture.

Adults interacting with students are expected to:

- Place the safety and wellbeing of students at the centre of every decision;
- Uphold the rights of every student to be safe, respected, heard and included;
- Model behaviours consistent with CSV's values and Child Safe Standards; and
- Actively contribute to an environment where child abuse is prevented, concerns are identified early and students feel confident speaking up.

Acceptable Behaviours

Adults interacting with students within our school community must:

- Model behaviours that uphold a child safe culture and place the safety and wellbeing of students at the centre of all decisions.
- Act in the best interests of students and take all reasonable steps to protect them from abuse, harm, neglect and exploitation.
- Treat all students, families and members of the school community with dignity, courtesy, fairness and respect.
- Maintain appropriate professional boundaries with students at all times, including in online environments.
- Foster positive, supportive and professional relationships that are appropriate to the educational setting.
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students.
- Promote the participation, inclusion and empowerment of students with disability, students from culturally and linguistically diverse backgrounds, international students, students who are unable to live at home and LGBTQIA+ students.
- Respect and promote student voice by encouraging students to express their views and participate in decisions affecting them where appropriate.
- Listen to, believe and respond appropriately to students who disclose abuse, raise concerns or seek support.
- Create environments where students feel safe, respected, valued and included.
- Use respectful, inclusive and age-appropriate language and behaviour at all times.
- Promote the safe, responsible and appropriate use of technology and online communication.
- Use only approved school communication platforms when communicating with students.
- Ensure interactions with students are transparent, observable and accountable wherever practicable.
- Immediately report any child safety concern, disclosure, incident or suspicion of abuse to a Child Safety Officer.
- Comply with all reporting obligations, including Mandatory Reporting, Failure to Disclose and Failure to Protect obligations.

- Follow the PROTECT – Four Critical Actions for Schools whenever there is a reasonable belief that a child may be experiencing abuse.
- Record child safety concerns objectively, factually and in accordance with CSV policies and procedures.
- Cooperate fully with investigations, enquiries and reviews relating to child safety.
- Report any suspected breach of this Code, the Child Safety & Wellbeing Policy or any other Child Safe policy.

Unacceptable Behaviours

Adults interacting with students within our school community must not:

- Engage in any behaviour that places, or may place, a student at risk of abuse, harm, neglect or exploitation.
- Ignore, minimise or fail to respond appropriately to child safety concerns, disclosures, suspicions or allegations.
- Fail to comply with mandatory reporting, Failure to Disclose, Failure to Protect or other legal obligations.
- Develop relationships with students that could be perceived as favouritism, over-familiarity, grooming or exploitation.
- Seek emotional support from students or encourage students to become dependent upon them.
- Spend time alone with a student where it can reasonably be avoided.
- Transport a student in a private vehicle unless authorised in accordance with school procedures.
- Communicate with students using personal email accounts, personal mobile phones, social media or other private communication platforms unless authorised for legitimate educational purposes.
- Share personal information with students that is not relevant to the educational or professional relationship.
- Exchange gifts, money or personal items with students except where approved by the school.
- Engage in inappropriate physical contact or any physical contact that could reasonably be interpreted as unnecessary, excessive or sexualised.
- Use language or behaviour that is intimidating, humiliating, offensive, discriminatory, sexually suggestive, derogatory or abusive.
- Discriminate against or treat a student unfavourably because of their age, disability, sex, gender identity, race, culture, religion, sexuality, family circumstances or other protected attribute.
- Encourage or permit bullying, harassment, humiliation or victimisation.
- Photograph, film or record students using personal devices or publish images without appropriate authorisation.
- Consume alcohol or use illicit drugs while responsible for students or attend work impaired by alcohol or other drugs.
- Withhold information relating to child safety concerns or interfere with any investigation.

- Retaliate against any person who raises a child safety concern or makes a report in good faith.
- Breach professional boundaries, school policies or lawful directions relating to child safety.

Agreement to the Child Safe Code of Conduct

All staff are required to:

- Read and comply with this Child Safe Code of Conduct.
- Acknowledge their understanding of this Code before commencement of employment or engagement with CSV.
- Complete any required induction and/or training related to child safety.
- Demonstrate behaviours consistent with this Code at all times.

Staff employed on an ongoing basis will be required to acknowledge this Code annually.

Breach

CSV considers any breach of this Code of Conduct a child safety incident. Any alleged breach will be managed in accordance with the Child Safety & Wellbeing Policy.

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

Related Policies & Documents

Child Safety & Wellbeing Policy

Inclusion, Engagement and Empowerment Policy

Staff and Student Professional Boundaries Policy (Internal Document)

Privacy Policy

Complaints & Grievances (Parent & Community) Policy

Working with Children Check Policy

Contractor Management Policy

Volunteer Management Policy

Records Retention Policy (Internal Policy)

Child Safety Risk Register (Internal Document)

Review

This Code of Conduct is to be reviewed, approved and endorsed by the CSV Board every two (2) years, as a minimum. A formal review will also occur following any significant child safety incident, or in response to updates in legislative and/or regulatory requirements.

Last approved September 2026.

Next review September 2028.

This policy is subject to change without notice at the sole discretion of CSV Limited.

Printed hardcopies of this policy are considered uncontrolled.