



Stawell Secondary College

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ASPIRATION



RESPECT



INCLUSION



RESILIENCE



PARTICIPATION

We acknowledge the Djab Warrung and Jardwadjall people as the traditional owners of this land.

Child Safety Code of Conduct Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Stawell Secondary College on 03 5358 1700 or stawell.sc@education.vic.gov.au.

PURPOSE:

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

Child Safety Statement

At **Stawell Secondary College**, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. This commitment is based on our five core values:

Inclusion
Aspiration
Resilience
Participation
Respect

It is a self-evident truth that a respectful, aspirational community has at its core the care, safety and wellbeing of children and young people. Stawell Secondary College is committed to strict adherence to the standards of Child Safety. Stawell Secondary College has zero tolerance of child abuse in any form.

Stawell Secondary College has adopted a Child Safety Statement that articulates our strict adherence to the Child Safe Standards.

Stawell Secondary College will appoint a Child Safety Officer to ensure that every individual and every policy and every practice demonstrates strict adherence to the Child Safe Standards.



AIMS:

- To protect children
- To reduce any opportunities for child abuse or harm to occur.
- To assist in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.
- Stawell Secondary College is committed to the safety and wellbeing of all international students irrespective of their cultural background, native language or diversities. The safety and wellbeing of international students is a key focus of our care and decision-making.

DEFINITIONS:

Word	Definition
Child abuse	Child abuse can have a significant effect on a child's physical or emotional health, development and wellbeing. Types of child abuse include: - physical abuse - sexual abuse - emotional abuse - neglect - medical neglect - family violence - human trafficking (including forced marriage) - sexual exploitation (including pornography and prostitution).
Young people	16 years or under

RESPONSIBILITIES:

- The Principal and school leaders of Stawell Secondary College will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments.
- The Principal and school leaders of Stawell Secondary College 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 of Conduct will be made available to staff, contractors, volunteers and any other member of the school community involved in child-related work by the Principal when they sign in via the kiosk.
- All school staff have an individual responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make.



IMPLEMENTATION:

Acceptable behaviours

As Stawell 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 our Stawell Secondary College 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 lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) 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, Murray Hart.
- 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.

Unacceptable behaviours

As Stawell Secondary College staff, volunteers, contractors and members 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 extracurricular activities or where there is a safety concern or other urgent matter

- 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.

Photography or video of a child in a school environment:

The intent of this policy addendum is to ensure compliance with Child Safe Standards.

- The Stawell Secondary College enrolment form which is completed on every enrolment will contain a page 'Parent/Guardian recording authorisation form' which is a general authorisation, being agreement and permission for the photographic, video, audio or any other form of electronic recording of the student for reasonable purposes, including but not limited to: images in Connections, images in the school magazine, images displayed at the College, images in media new publicity and paid advertising and for use on the College website or Facebook page.
- An updated record of students whose parent/guardian has not provided this authority will be maintained by the attendance officer and provided to house leaders, assistant house leaders, the magazine editor, the editor of Connections, the College Registrar and the principal class officers.
- These staff will ensure that the images of students listed will not be recorded or published by the College.
- Any photographic or video recording of a student will be reasonable in the circumstances and have an identifiable purpose, such as providing a public record of an event, an educational purpose or a purpose related to the promotion of the College.
- When their own child is present at an event, a parent, or other person exempt from a Working with Children (WWC) check such as a grandparent, sibling or peer may photograph or record a student. This acknowledges that, from time to time, the images of other children will necessarily be included.
- Under no circumstances is a camera or other recording device to be used in a classroom by a person other than a teacher without the teacher's permission.
- Under no circumstances is a camera or other recording device to be used in the school precinct or at a school event covertly or secretly or without the knowledge and agreement of those being photographed or recorded.
- Upon request, any image recorded in the school precinct must be deleted.

Breaches to the Child Safety Code of Conduct

All Stawell 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 and may be subject to referral to Victoria Police. All breaches and suspected breaches of the Stawell Secondary College Child Safety



Code of Conduct must be reported to the principal. If the breach or suspected breach relates to the principal, contact Southwest Victoria Region Office – 1300 333 232 or swvr@education.vic.gov.au

References:

- [PROTECT Four Critical Actions.](#)

Evaluation:

This policy will be reviewed as part of the school's review cycle in accordance with the Child Safe Policy, in December every two years. The review will be led by the Principal and referred to the Policy Subcommittee and School Council for ratification.

Reviewed last: March 2026

Next Review: March 2028

APPROVAL AND REVIEW

Policy last reviewed	July 2026
Consultation	School Council School community via school website School community via newsletter
Approved by	School Council
Next scheduled review date	July 2028

Summary of changes

Date	Summary of changes
March 2026	Inclusion of help for non-English speakers