



Code of Conduct

1. Introduction

This Code provides a framework for all employees, volunteers, board members and contractors of Carey Baptist Grammar School (School) to achieve standards of ethical behaviour and professionalism in their dealings, relationships and decision-making with respect to students, parents (guardians and caretakers), families, colleagues and the community.

This Code places an obligation of all of us to take responsibility for our conduct and to apply common sense to all situations, upholding the values of the School.

The School considers that a positive approach to behaviour is essential in fostering a broader culture of child safety at the School and places an obligation on the School community to promote and uphold a child safe environment in line with the School values. Further information relating to acceptable and unacceptable behaviour around children is found in the School's Child Safety Policy.

As a community, our unified commitment to ensuring the safety and wellbeing of individuals within our community is paramount to our actions and decision making. As a school community, we are guided by a common commitment to what is acceptable and unacceptable behaviour to each other and when engaging with others.

The Code is based on the School's philosophy, beliefs and values, and on ethical principles of mutual respect, equity and fairness.

2. Purpose

This Code provides guidelines to:

- set a standard of behaviour expected by all employees, volunteers, board members and contractors at the School that reflects the philosophy, objectives and values of the School; and
- ensure that interactions with children, students, employees and anyone involved in child connected work at the School is respectful, honest, courteous, considerate and sensitive to the needs of all students.

This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of work, rather a guideline of expected and unacceptable behaviour.

3. Scope

This Policy applies to all employees, volunteers, Board members and contractors of the School.

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4. Values

The School is committed to:

Integrity ... care, honesty, morality, respect;

Service ... altruism, generosity, passion, sustainability;

Spirituality ... communal, contemporary, holistic, inclusive;

Teamwork ... collaboration, communication, initiative, leadership;

Thinking ... creativity, inquisitiveness, intellect, reflection; and

Wellbeing ... courage, happiness, health, resilience.

5. Expected Behaviour

All employees, volunteers, board members and contractors of the School must:

- conduct themselves in a courteous, responsive and professional manner;
- consider the safety of themselves and that of others in all situations;
- comply with all School policies and procedures;
- set and maintain a high standard of competence;
- be aware of the legal requirements that pertain to their profession (e.g. mandatory reporting, privacy, Working with Children Checks, Victorian Institute of Teaching, Occupational Health and Safety, etc.);
- act within the limits of their professional expertise and will refer situations to other professionals when necessary;
- comply with reasonable and lawful requests and directions by managers and other senior representatives of the School;
- present themselves as appropriate role models, modelling effective leadership and respect;
- conduct themselves in a manner enhancing the reputation and image of the School, refraining from activities, conduct or communication that would reasonably be seen to undermine the reputation of themselves, employees, students and/or the School;
- act honestly and in good faith;
- act with discretion and maintain confidentiality when discussing or communicating workplace issues. This includes respecting privacy and confidentiality in sensitive matters relating to employees and students;
- treat all individuals in the School community fairly and with respect;
- promote a mutually respectful, collaborative and supportive workplace, developing a positive working environment through sharing of knowledge and expertise;
- respect different opinions and perspectives, and approach these situations through rational discussion and appropriate forums;
- exercise their responsibilities and power in a way that is fair and reasonable, not being influenced or benefiting improperly from their decisions and actions;
- communicate in a timely, understandable and sensitive manner using appropriate language;

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- accept professional responsibility for the provision of quality teaching or instruction; and
- endeavour to enhance sense of self-worth and encourage students to develop and reflect on their own values.

6. Unacceptable Behaviour

All employees, volunteers, board members and contractors of the School must not:

- use information or information and communication technologies (ICT) to engage in behaviour that could reasonably be considered to have a negative impact on another person, cause them harm, or make them feel unsafe (refer Staff Social Media Policy);
- make unfounded statements with malicious, frivolous or vexatious intent against a member of the School community;
- breach the School's policies, procedures or Codes of Conduct;
- draw students into their own personal agendas, or seek recognition at the expense of professional objectivity;
- accept gifts that will influence or be seen to influence decision-making;
- use inappropriate language, act with rude or insulting behaviour, including but not limited to verbal or non-verbal aggression, abusive, threatening or derogatory language and physical abuse or intimidation towards others;
- discriminate, bully or harass employees, volunteers, board members, contractors, students or members of the public, including (but not limited to) because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability; and participate in workplace behaviour that violates any law, rule or regulation or represents corrupt conduct, mismanagement of resources, or is a danger to public health or safety or to the environment.

7. Breaches of this Code

Any breach of this Code may result in disciplinary action, including up to termination of engagement or employment.

8. Monitoring and Review

A review of this Code shall be conducted every two years.

The Board will be responsible for ensuring that this Code is reviewed and updated.

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Child Safety Code of Conduct

1. Introduction

In addition to complying with the Code of Conduct above, employees, board members, volunteers and contractors at the School are required to abide by this Code.

The purpose of this Child Safety Code of Conduct is to promote child safety within all School Environments.

The following list of behaviours includes examples of what is expected behaviour and not acceptable behaviour.

2. Expected Behaviour

All those covered by this Child Safety Code of Conduct must:

- contact the police if a child is at immediate risk of abuse (telephone '000');
- adhere to the School's child safety documents and practices and uphold the School's statement of commitment to child safety at all times;
- take all reasonable steps to protect children from abuse;
- conduct themselves in a manner consistent with their position as an employee, board member, volunteer or contractor of the School and as a positive role model to children and young people;
- act in accordance with the duty of care to children and young people;
- treat children and young people with respect and value their ideas, opinions and backgrounds;
- empower children to speak up about their safety and listen to their needs, respecting their rights at all times;
- promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Island children (for example, by never questioning an Aboriginal and Torres Strait Island child's self-identification);
- promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);
- promote the safety, participation and empowerment of children with a disability;
- listen and respond to the views and concerns of children, particularly if they are telling you that they are or another child has been abused or that they are worried about their safety/the safety of another child;
- ensure (as far as practicable) that employees, contractors, board members and volunteers of the School are not alone with a child;
- comply with all reporting obligations;
- raise concerns about suspected abuse as soon as possible;
- record and act upon all allegations or suspicions of abuse, discrimination or harassment;

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- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe;
- co-operate with any investigation by the School or regulatory authority;
- ensure they have a valid Working with Children Check, police check or registration with the Victorian Institute of Teaching (as relevant) and immediately notify the School if circumstances change;
- maintain professional relationships with parents, carers and guardians of students attending the School and notify the School immediately if this professional relationship is jeopardised;
- maintain strict impartiality in responding to child safety concerns;
- respect confidentiality when sharing information about children in accordance with the School's child safety policies and your reporting obligations;
- establish and maintain a child-safe environment for children and young people; and
- operate within the policies and guidelines of the School.

3. Unacceptable Behaviour

All those covered by this Code must not:

- ignore or disregard any suspected or disclosed child abuse;
- put a child at risk of abuse (for example, by locking doors for an improper reason);
- speak to a child in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Some examples are:
 - (i) swearing or using inappropriate language in the presence of a child;
 - (ii) yelling at a child, except in an emergency situation where the child's safety may be in danger;
 - (iii) dealing with a child while the adult is angry with the child; and
 - (iv) using hurtful sarcasm;
- express personal views on cultures, race or sexuality in the presence of a child (unless the child is a member of your family);
- discuss sexual activities with a child unless it is a specific job requirement and the person is trained to discuss these matters, or the child is a member of your family;
- have contact with a child or their family outside of the School's activities. Accidental/incidental contact, such as:
 - (i) seeing children in the street;
 - (ii) attending a friend's BBQ in which children are attending; or
 - (iii) any other incidental contact that is outside of your professional relationship with the child and that is not for an improper purpose, is appropriate;
- have any online contact with a child (including by social media, email, instant messaging etc.) or their family (unless necessary e.g. by providing e-newsletters or the child is a member of your family);
- use any personal communication channels/devices such as a personal email account to communicate with a child (unless the child is a member of your family);
- exchange personal contact details such as phone number, social networking sites or email addresses with a child (unless the child is a member of your family);
- use, possess, or be under the influence of alcohol or illegal drugs while in the presence of or while supervising a child (unless the child is a member of your family or your

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contact with the child is accidental/incidental and you are not performing your professional obligations);

- provide or allow a child to consume alcohol (unless the child is a member of your family and you comply with all relevant legislation);
- provide or allow a child to consume illegal drugs;
- initiate unnecessary physical contact with a child, or do things of a personal nature for them that they can do for themselves (unless the child is a member of your family and you comply with all relevant legislation);
- engage in rough physical games, hold, massage, kiss, cuddle or touch a child in an inappropriate and or/culturally insensitive way (unless the child is a member of your family and you comply with all relevant legislation);
- engage in any sexual contact with a child. For the purposes of this Code, sexual contact is defined as vaginal intercourse, anal intercourse, oral intercourse or the touching of an erogenous zone of another (including but not limited to the thighs, genitals, buttocks, pubic region or chest) for the purpose of sexually arousing or gratifying either person;
- take a child to their home or encourage meetings outside program activities (unless the child is a member of your family or parental permission has been provided);
- be naked in the presence of a child (unless the child is a member of your family);
- possess sexually explicit printed materials (magazines, cards, videos, films, clothing, etc.) in the presence of children;
- sleep in the same bed, sleeping bag, room or tent with a child (unless the child is a member of your family);
- discriminate against any child, including because of age, gender identity, sex, race, culture, sexuality, or disability;
- engage in any activity with a child that is likely to physically or emotionally harm them;
- be alone with a child unnecessarily and for more than a very short time (unless the child is a member of your family);
- develop a 'special' relationship with a specific child for their own needs (unless the child is a member of your family);
- show favouritism through the provision of gifts or inappropriate attention (unless the child is a member of your family);
- photograph or video a child without the consent of the child and his/her parents or guardians; and
- do anything in contravention of the School's policies, procedures, the Victorian Institute of Teaching Code of Conduct (where applicable) or this Code of Conduct.

4. Confidentiality

Disclosing information to employees, board members, volunteers and contractors

When children are having a written or verbal interaction with employees, board members, volunteers and/or contractors of the School, that interaction is confidential to the organisation not to the individual. This means that an employee, board member, volunteer or contractor is able to talk with the Principal in a way that identifies the child. That said, where possible the privacy of the child should be respected at all times. When considering breaching their privacy

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who and how many people are told should be based on what is believed to be in the best interests of the child.

Disclosing information to people external to the organisation

Employees, board members, volunteers and contractors should not discuss confidential matters about children with people outside the organisation in a way that identifies that child except when they have the express permission of the child or it complies with the School's child safety policies and procedures. In circumstances where employees, board members, volunteers and/or contractors believe that there is not enough knowledge within the organisation to provide the best possible assistance to a child, they are able to seek expertise external to the School. When communicating with people outside the School the child's identity should be protected.

5. Breaches of this Code

Any breach of this Code may result in disciplinary action, including up to termination of engagement or employment. Regulatory authorities may also be notified.

Carey has full discretion to put in place safety management plans or take disciplinary action where it forms a reasonable belief that doing so is necessary for it to ensure the health and safety of its employees and children in its care or the general public.

6. Monitoring and Review

A review of this Code shall be conducted every two years

The Board will be responsible for ensuring that this Code is reviewed and updated.

7. Relevant Policies, Procedures and Legislation

This Code is not a stand-alone document and should be read in conjunction with other School policies and procedures, enterprise agreements and industrial awards, state and federal government legislation and other regulatory bodies (i.e. Victorian Institute of Teaching).

Relevant School policies, procedures and legislation include:

- Carey Grievance, Complaint and Dispute Resolution Policy for Community
- Whistle-blower Policy;
- Child Safety Policy;
- Reporting Child Abuse Procedure;
- Children, Youth and Families Act 2005 (Vic);
- Crimes Act 1958 (Vic); and
- Child Wellbeing and Safety Act 2005 (Vic).

Approved by the Carey Board February 2020

Next review: 2022

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