

### 1 Purpose

The Berry Street School Child Safety Code of Conduct has the objective of promoting child safety and wellbeing in the school environment. It sets out the expected behaviour of adults with the students in our school.

This is a public facing document.

### 2 Scope

All Berry Street School staff, volunteers, contractors, other service providers, Berry Street Board members and any other adults 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).

### 3 Review cycle

The Child Safety Code of Conduct will be reviewed every two years. Child safe documents are required to be reviewed every two years.

### 4 Acceptable behaviours

At the Berry Street School, all staff, volunteers, contractors, other service providers, Berry Street Board members and any other adults involved in child-connected work are responsible for supporting and promoting the safety of children by:

- upholding our Berry Street School commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
- treating students and families in our school community with respect and dignity 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 tell you that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- ensuring the cultural safety, participation and empowerment of Aboriginal and/or Torres Strait Islander students

- ensuring the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- ensuring the safety, participation and empowerment of students with a disability
- ensuring the safety, participation and empowerment of students unable to live at home
- ensuring the safety, participation and empowerment of students who are part of the LGBTQIA+ community
- 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, unless their role requires privacy, such as a school counsellor or psychologist
- ensuring that any conversations with a student about sex or sexuality occur in a respectful and safe way and in the context of their experience and the staff member's role
- reporting any allegations of child abuse or other child safety concerns to the Assistant Principal (Head of Campus), School Principal or Child Safe Champions
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures; see [PROTECT Four Critical Actions](#)
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from further harm.

Staff at our School hold a position of influence and trust that must not be violated or compromised. They exercise their responsibilities in ways that recognise there are limits or boundaries to their relationships with children and young people.

## 5 Unacceptable behaviours

At the Berry Street School, all staff, volunteers, contractors, other service providers, Berry Street Board members and any other adults involved in child-connected work in order to support and promote the safety of children 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, therapeutic or professional context
- ignore any adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language
- 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 in accordance with the school policy, Berry Street Image Use procedure or where required for duty of care purposes. The School policy requires the school to get consent before taking and publishing photos of a student. This applies every time a photo is taken. The same policy applies for excursions and school activities
- 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 with the explicit approval of the Principal and parents/guardians/carers. Such contact must be directly related to school auspiced activities.

## 6 Breaches to the Child Safety Code of Conduct

All Berry Street School staff, volunteers, contractors, other service providers, Berry Street Board members 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, other relevant 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 Commission for Children and Young People Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

Berry Street will report to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.

Complaints can be made to the Victorian Registration and Qualifications Authority (VRQA), such as if there is a concern that Berry Street is not complying with the child safety standards (<https://www.vrqa.vic.gov.au/complaints/Pages/making-a-complaint.aspx#link93>).

All breaches and suspected breaches of the Berry Street School Child Safety Code of Conduct must be reported to the Principal, Rebecca Robinson ([rrobinson@berrystreet.org.au](mailto:rrobinson@berrystreet.org.au) or 03 51202576).

If the breach or suspected breach relates to the Principal, contact Annette Jackson, Executive Director: State-wide Services ([ajackson@berrystreet.org.au](mailto:ajackson@berrystreet.org.au) or 03 94299266).

## 7 Version control

Version Number	1.1
Approved by:	Berry Street Board
Approved date:	9 May 2023
Review date:	9 August 2024
Process Owner:	Principal
Executive Responsible:	Executive Director Statewide Services
Version notes:	
Version 1.0	<p>The previous Child Safe Code of Conduct version 3.7 was last updated in 2017 and was retired in August 2022.</p> <p>This School Child Safety Code of Conduct was developed in August 2022 in line with DET requirements and Child Safe Standards. Consultation: Members of Berry Street Board (June 2022, 19 July 2022 and 9 August 2022), Director of Quality, Assistant Principals (Heads of Campus) and Wellbeing Leaders (May and June 2022).</p> <p>Included references to child safe standards (2022)</p> <p>Included references to national principles for child safe organisations</p> <p>Updated applicable legislation and Berry Street policy</p> <p>Amended language around LGBTQIA+ acronyms to most up-to-date versions</p> <p>Included reference to obligations toward creating a safe digital environment for children.</p> <p>Added child safe commitment Victorian Government’s Ministerial Order updated to No. 1359</p> <p>Further amendments as per Board discussion.</p>
Version 1.1	<p>Minor revisions:</p> <p>Added the following sentence to the Purpose: “The Berry Street School Child Safety Code of Conduct has the objective of promoting child safety and wellbeing in the school environment.”</p> <p>Moved a sentence from Purpose to Scope to improve clarity.</p>