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Child Safety Code of Conduct

"He took a little child whom he placed among them. Taking the child in his arms, he said to them, 'Whoever welcomes one of these little children in my name welcomes me.'"

Mark 9:36–37 (NIV)

Central to the mission of Killester College is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

Purpose

This Code of Conduct has a specific focus on safeguarding young people at Killester College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement child protection legislation, school policies/procedures and professional standards, codes or ethics as these apply to staff and personnel.

All staff, volunteers, contractors, clergy and members of the KEM Board and Stewardship Council at Killester College are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below. Read the PDF version of Killester College's Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to:

- all staff members, including non-teaching staff and temporary or casual staff

This document was current as at 28/10/2025 14:58 AEST time. Updates to content may have been made since this date. Refer to your Policy site for the latest version.

- volunteers
- parents and carers
- third party contractors
- external education providers
- the Board and Stewardship Council
- pre-service teachers on placement at the College
- visitors.

Our Child Safety Code of Conduct

This Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the Killester College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. Where a staff member breaches the Code, Killester College may take disciplinary action, including in the case of serious breaches, summary dismissal. The College revises the Code as changes in the law occur.

Killester College has the following expectations of behaviours and boundaries for all adults interacting with students within our College community. This includes all teaching staff, non-teaching staff, clergy, the Board and Stewardship Council, volunteers (direct and indirect), third party contractors, external education providers and parents/carers.

The College's KEM Board and Stewardship Council have endorsed this Child Safe Code

of Conduct.

ACCEPTABLE BEHAVIOURS:

- Treat all students with respect.
- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety, wellbeing and child protection issues. Provide age-appropriate supervision for students.

- Comply with guidelines published by the College with respect to child protection. Promote the safety, participation and empowerment of students with disability.
- Promote the safety, participation and empowerment of vulnerable students.
- Promote the safety, participation and empowerment of Aboriginal and Torres Strait Islander students (for example, by never questioning an Aboriginal or Torres Strait Islander child's self identification).
- Promote the cultural safety, participation and empowerment of international, religious, linguistically and culturally diverse students.
- Promote the cultural safety, participation and empowerment of LGBTQI+ students. Use positive and affirming language towards students.
- Encourage students to 'have a say' and participate and then listen to them with respect. Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact, and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Child Safety Code of Conduct.
- Report concerns about child safety to one of the College's Child Safety Leaders and or one of the Child Safety Officers and ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.
- Treat everyone in the College community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment).
- Listen and respond to the views and concerns of students, particularly if they are telling you that they or another student have been abused or that they are worried about their safety/the safety of another student.
- Ensuring as far as practicable that adults meet with students in visible spaces.
- Ensure compliance with, any and all, applicable professional or occupational codes of conduct.

Child Safety Leaders

- Understand and comply with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (VIC).
- Understand and comply with all obligations as they relate to the Reportable Conduct Scheme including reporting allegations of reportable conduct in accordance with the College's Child Safety PROTECT: Identifying and Responding to Abuse - Reporting Obligations Policy Report to the Victorian

Institute of Teaching (VIT) any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or specific allegations or concerns about a registered teacher.

UNACCEPTABLE BEHAVIOURS:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Use prejudice, oppressive behaviour or inappropriate language with students.
- Use physical means or corporal punishment to discipline or control a student.
- Ignore or disregard any suspected or disclosed child abuse.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, sexuality, ethnicity or disability. Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as changing clothes. Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop ‘special’ relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student that is not your own child. Engage in meetings with a child that is not your own, outside of school hours and without permission from the College and the child's parent.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Use any personal communication channels/devices such as a personal email account. Exchange personal contact details such as phone numbers, social networking sites or email addresses.
- Post online any information about a student that may identify them such as their: full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend.

- Put students at risk of abuse, for example, by locking doors.
- Have contact with a student or their family outside of school without the College's Leadership Team or Child Safety Officer's knowledge and/or consent or the College's governing authority's approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching).
- Work with students while under the influence of alcohol or illegal drugs.
- Consume alcohol or drugs at the College or at College events in the presence of children.

Our Child Safeguarding Program includes a Staff and Student Professional Boundaries policy that provides detailed guidance for all adults at the College on how to maintain professional boundaries between students and adults at Killester College.

Agreement to Child Safe Code of Conduct

A copy of the Child Safe Code of Conduct is provided to all Staff, Direct Contact Volunteers and Direct Contact Contractors at induction, or otherwise prior to them commencing work at Killester College. It is also communicated via refresher training at regular intervals for all Staff, as well as Direct Contact Volunteers and Direct Contact Contractors.

All Staff, as well as Direct Contact Volunteers, must sign an agreement to adhere to the Child Safe Code of Conduct prior to commencing work at College.

The Child Safe Code of Conduct forms part of the contract between the College and any Direct Contact Contractors. Therefore, all Direct Contact Contractors are deemed to have agreed to adhere to the Child Safe Code of Conduct upon signing the contract or upon commencing work at the College.

A copy of the Child Safe Code of Conduct is provided to parents/carers, who must sign an agreement to abide by the Child Safe Code of Conduct on enrolment.

Report any concerns

Our Child Safeguarding Program also includes information for the KEM Board and Stewardship Council members, staff and Direct Contact Volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to Killester College's nominated Child Safety Leaders or one of the Child Safety Officers.

It also contains detailed procedures with respect to the reporting of child abuse

incidents to relevant authorities – Child Safety PROTECT: Identifying and Responding to Abuse – Reporting Obligations.

Third Party Contractors, External Education Providers, Indirect Contact Volunteers, students, parents or other community members who have concerns that a student may be subject to abuse are asked to contact the College's Child Safety Leaders or one of the Child Safety Officers.

Communications will be treated confidentially on a 'need to know basis'.

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

Key Roles & Responsibilities include:

The Principal

The Principal is ultimately responsible, and will be accountable for, taking all practical measures to ensure that:

- the College's Child Safety and Protection Policy and Child Safeguarding Program are implemented effectively with available resources effectively deployed
- appropriate College Child Safety Leader and Child Safety Officers are appointed and trained a strong and sustainable child protection culture is maintained within the College; any child protection incidents arising are dealt with professionally and in a timely manner the College's KEM Board Stewardship Council receives regular reports with respect to child protection matters
- the College is complying with its legal and regulatory obligations with respect to child protection.

KEM Board

The Board is required to approve the College's Child Safety Policy and to ensure the Child Safety Program is being effectively implemented. Each Board member must:

- acquire and keep up-to-date knowledge of child protection matters
- have an understanding of the nature of the College's operations and the child protection risks associated with these operations
- ensure that the College has appropriate resources to effectively implement

its Child Safety and Protection Policy and Child Safeguarding Program
- ensure that the College has appropriate processes for receiving and considering information regarding child protection issues and is able to respond in a timely way to that information ensure that the College has and implements processes to ensure that the College is complying with its legal and regulatory obligations with respect to child protection
- ensure that the College has and implements processes to ensure ongoing monitoring to verify the provision and use of the resources that have been allocated to the management of child protection issues within the College and their effectiveness.

Child Safety Leaders

A number of senior staff members are nominated as the College's Child Safety Leaders and Child Safety Officers.

Key responsibilities for Killester College's Child Safety Leaders include:

- having a good working knowledge of the College's Child Safety and Protection Policy and Child Safeguarding program
- promptly managing the College's response to an allegation or disclosure of child abuse, and ensuring that the allegation or disclosure is taken seriously
- ensuring that the College's Child Safety and Protection Policy is clearly communicated to all key stakeholders including students, parents, staff and volunteers
- ensuring that the College's Child Safety and Protection Policy and Child Safeguarding Programs are being implemented effectively
- ensuring the Child Safety Committee meets regularly to promote and evaluate the Child Safeguarding Program
- ensuring that there are clear procedures to allow people to report child protection concerns within the College
- ensuring that there are clear procedures to allow people to report reportable conduct matters within the College
- reviewing and assessing the effectiveness of the College's response to a child protection incident
- promoting child protection issues within the College community and responding to general queries with respect to the College's Child Safety and Protection Policy and Child Safeguarding program
- acting as 'Child Safety Champions' and ensuring a strong and

sustainable child protection culture is embedded within the College

- ensuring that all staff and Direct Contact Volunteers undertake child protection training so that they are able to identify signs of abuse, understand how to respond and when to make a referral either internally or to an external agency
- being the first point of contact for staff, or other members of the College community, raising child protection concerns within the College
- assisting the Principal, Senior Child Safety Leaders and Child Safety Officers, and other senior staff members in coordinating appropriate responses to child protection incidents including liaising with the Police and other external agencies
- responding to a child who makes, or is affected by, an allegation of child abuse
- ensuring the College's Child Safety and Protection Policy and Child Safeguarding program are reviewed on a regular basis by an appropriate member of staff.

Child Safety Officer

Key responsibilities for the College's Child Safety Officer include:

- having a good working knowledge of the College's Child Safety and Protection Policy and Child Safeguarding Program
- promptly managing the College's response to an allegation or disclosure of child abuse, and ensuring that the allegation or disclosure is taken seriously
- ensuring that the College's Child Safety and Protection Policy and Child Safeguarding programs are being implemented effectively
- promoting child protection issues within the College community and responding to general queries with respect to the College's Child Safety and Protection Policy and Child Safeguarding Program
- acting as 'Child Safety Champions' and ensuring a strong and sustainable child protection culture is embedded within the College
- first point of contact for staff, or other members of the College community, raising child protection concerns within the College
- assisting the Year Level Leaders (YLLs), the Principal and other senior staff members in coordinating appropriate responses to child protection incidents including liaising with the Police and other external agencies and responding to a child who makes, or is affected by, an allegation of child abuse.

In the event that one of the College's Child Safety Leader or Child Safety Officers cannot perform their role, for example, due to conflicts of interest or absence, these duties must be performed by either another College Child Safety Leader or Child Safety Officer or the Principal.

Our Senior Child Safety Leaders and Child Safety Officers

The College has appointed Emma Neville and Samantha Powell as our Senior Child Safety Leaders. The Senior Child Safety Leaders and Child Safety Officers have an important role in the implementation and operation of our Child Safety program.

Key responsibilities of the Senior Child Safety Leaders and Child Safety Officers include:

- being the first point of contact for all child protection concerns or queries for the wider community
- ensuring that the members of the Leadership Team and other senior staff understand and comply with their key responsibilities
- ensuring that all Child Safety Officers undergo appropriate annual training in the College's Child Safeguarding program, their legal responsibilities, and how to appropriately respond to child protection concerns and incidents
- coordinating the College's response to child protection incidents in consultation with the College's Principal and other key leadership staff
- reviewing and assessing the effectiveness of the College's response to a child protection incident
- ensuring that the College's Child Safeguarding program is effectively implemented and communicated to all relevant stakeholders.

Staff Responsibilities

All staff are required to comply with our Child Safety and Protection Policy, our Child Safeguarding program and their legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Safety Leader and Child Safety Officers and/or with external agencies where required.

Teachers

Teachers are also required to abide by the principles relating to relationships with students as set out in the Victorian Teaching Profession's Code of Conduct published by the Victorian Institute of Teaching (VIT). These principles include:

- knowing their students well, respecting their individual differences and catering for their individual abilities
- working to create an environment which promotes mutual respect
- modelling and engaging in respectful and impartial language
- protecting students from intimidation, embarrassment, humiliation and harm
- respecting a student's privacy in sensitive matters
- interacting with students without displaying bias or preference
- not violating or compromising the unique position that a teacher holds of influence and trust in their relationship with students.

Psychologists and College counsellors

In their dealings with students, psychologists and College counsellors should also take into account their professional obligations, as set out in a code of ethics or practice to which they are bound, including because of their membership of:

- the Australian Health Practitioner Regulation Agency
- the Australian Counselling Association
- Speech Pathology Australia.

Sports and recreation

Coaches, staff members and volunteers involved in coaching, training or assisting students during sporting and recreation activities should adopt practices that assist students to feel safe and protected, including:

- using positive reinforcement and avoiding abusive, harassing or discriminatory language coaching students to be 'good sports'
- explaining the reason for any contact and asking for the student's permission if physical contact with a student by a coach or other adult is necessary during a sporting or other recreational activity
- avoiding (where possible) situations where an adult may be alone with a student such as in a dressing or change room, first aid room, dormitory or when the student needs to be transported in a vehicle.

Direct Contact Volunteers' Responsibilities

Direct Contact Volunteers are those volunteers that are involved in providing support, guidance and supervision directly to students and could potentially have direct

contact with students during the normal course of providing the volunteer service.

The Working with Children Act 2005 (Vic) defines 'direct contact' as any contact between a person and a child (aged under 18) that involves:

- physical contact
- face to face contact
- contact by post or other written communication
- contact by telephone or other oral communication.

Direct Contact Volunteers may have:

- limited supervision by College staff in their role
- significant amounts of 1:1 time with students
- supervisory responsibility for a group of students with only broad and indirect oversight of a College staff member
- full supervisory responsibility for one or more students, such as in a sports coaching role or learning support role.

Examples of Direct Contact Volunteer activities may include volunteers involved in College camps or excursions, coaching sporting teams or assisting in learning activities.

All Direct Contact Volunteers are required to adhere to our Child Safety and Protection Policy and our Child Safeguarding program. They must also be aware that they too have legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Safety Leader and Child Safety Officers and/or with external agencies where required.

Indirect Contact Volunteers' Responsibilities

Indirect Contact Volunteers are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students.

Examples of Indirect contact volunteer activities may include assisting with College functions, or the College canteen and fundraising events.

All indirect contact volunteers are responsible for contributing to the safety and protection of children in the College environment.

All indirect contact volunteers are required by the College to be familiar with our Child Safety and Protection Policy and our Child Safeguarding program.

Third Party Contractors

All Third Party contractors engaged by Killester College are responsible for contributing to the safety and protection of children in the College environment.

Third Party contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and Killester College cleaners.

This also includes music teachers and other extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the College, but have an agreement with the College to use the College's facilities.

In this Child Safety Program, Third Party Contractors are classified as either 'Direct Contact Contractors' or 'Indirect Contact Contractors'.

Direct Contact Contractors

Direct Contact Contractors are:

- those who have direct contact with students during the normal course of their work those who may be in a position to establish a relationship of trust with a student any contractors whom the College is legally required to screen.

The Working with Children Act 2005 (Vic) defines 'direct contact' as any contact between a person and a child that involves:

- physical contact
- face to face contact
- contact by post or other written communication
- contact by telephone or other oral communication
- contact by email or other electronic communication.

Indirect Contact Contractors

Indirect Contact Contractors are those contractors who do not meet the definition of a 'Direct Contact Contractor'. These are contractors who have no contact with students as part of their role or undertake roles where students are not reasonably expected to be present. E.g. those contractors who complete work during school holidays.

All Third Party Contractors engaged by the College are required by the College to be familiar with our Child Safety and Protection Policy and our Child Safeguarding Program.

Where Third Party Contractors are engaged at short notice, making it impractical to undertake normal screening and/or briefing sessions, the College should take reasonable steps to ensure the protection of children at the College while the work is being completed.

The College may include this requirement in the written agreement between it and the Third Party Contractors.

External Education Providers

An external education provider is any organisation that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College.

The delivery of such a course may take place on College premises or elsewhere.

All external education providers engaged by the College are responsible for contributing to the safety and protection of children in the College environment.

All external education providers engaged by the College are required by the College to be familiar with our Child Safety and Protection Policy and our Child Safeguarding Program.

Killester College may include this requirement in the written agreement between it and the External Education Provider.

Work Experience Providers

A work experience provider is any organisation that the College has an agreement with for the delivery of workplace experience and skills for a student or students enrolled at the College.

The delivery of such a program will occur offsite from the College.

All work experience providers who are engaged by the College are responsible for contributing to the safety and protection of the students from the College.

All work experience providers engaged by the College are required by the College to be familiar with our Child Safety and Protection Policy and our Child Safeguarding

Program.

Killester College may include this requirement in the written agreement between it and the Work Experience Provider.

Breaches of this code

Where a member of staff is suspected of breaching this Code of Conduct, Killester College may start the process under clause 13 of the Victorian Catholic Education Multi-Enterprise Agreement 2018 (VCEMEA 2018) for managing employment concerns. This may result in disciplinary consequences.

Where the Principal is suspected of breaching this Code of Conduct, the concerned party is advised to contact the KEM Board.

Where any other member of the College community, including volunteers and contractors, is suspected of breaching this code, the College is to take appropriate action, including (if applicable) in accordance with the _PROTECT: Identifying and Responding to All Forms of Abuse in Victorian Schools _policy.

In appropriate cases, a breach may be referred to Victoria Police and/or a regulatory body, such as the VIT.

Appendix 1: Definitions

The Ministerial Order provides the following definitions:

Child abuse includes:

- any act committed against a child involving:
    - a sexual offence, or
    - an offence under section 49B(2) of the Crimes Act 1958 (Vic.) (grooming)
- the infliction, on a child, of:
    - physical violence, or
    - serious emotional or psychological harm, or
    - serious neglect of a child.

Child-connected work means work authorised by the College's governing authority and performed by an adult in an environment while children are present or reasonably expected to be present.

Child safety encompasses matters related to protecting all children from child abuse,

managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse, as well as promoting the participation and empowerment of students in decision-making on things which shape their educational experiences.

School/College environment means any physical or virtual place made available or authorised by the College's governing authority for use by a child during or outside school hours, including:

- a campus of the College
- online school environments (including email and intranet systems)
- other locations provided by the College for a child's use (including, without limitation, locations used for College camps, sporting events, excursions, competitions, and other events).

School staff being: an individual working in a school environment who is:

- directly engaged or employed by the College's governing authority;
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary); or
- a minister of religion.

Related Policies and Procedures

College Policies

Child Safety Policy

Child Safety- Reporting Obligations

Pastoral Care Policy

Complaints Policy

Staff and Student Professional Boundaries

Behaviour Management Policy

Anti-bullying Policy

Student ICT and Internet Policy

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