Child Safety Code of Conduct

College Identity and Values

Plenty Valley Christian College (the college) is a Christ-centred college that pursues excellence in education and character, daring our students to be engaged, equipped, and empowered to transform their communities, local and global.

Plenty Valley Christian College is an independent co-educational, Kinder – Year 12 College. The college is a member of Christian Education National, a national partnership of Christian schools whose core values align with ours in:

- celebrating the lordship of Christ over all of life;
- positioning the gospel rather than cultural forces as the primary shaper of how we think and live;
- affirming the role of parents as having responsibility to ensure their children are educated within this understanding.

The college seeks to operate and employ the principles, practices and values of a Christian theology and tradition to underpin, be integral to and formational in all relationships, activities and learning

Plenty Valley Christian College (PVCC) is committed to providing a safe, inclusive and supportive environment where all children and young people are protected from harm. This Code of Conduct sets out the expected standards of behaviour for all staff, volunteers and other persons engaged in child-connected work, to ensure child safety and wellbeing is upheld in accordance with Ministerial Order 1359 and applicable legislation.

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1 Code Objective

1.1 Purpose

PVCC holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility. All students have the right to feel safe and be safe, and the College has zero tolerance for child abuse.

The purpose of this Child Safety Code of Conduct is to establish clear and enforceable standards of behaviour that apply to all persons engaged in child-connected work across all College activities, environments and interactions. This Code ensures the College meets its legal and regulatory obligations under Ministerial Order 1359 and the Victorian Child Safe Standards, while promoting a safe, respectful and inclusive environment for all students.

This Code supports the maintenance of appropriate professional boundaries and prioritises the safety, wellbeing, inclusion and dignity of all children and young people across all aspects of College life, including on campus, online and during off-site activities. It also promotes consistent, transparent and accountable behaviours that strengthen a child safe culture across the College.

This Code of Conduct is to be read in conjunction with the College's Child Safety and Wellbeing Policy and related procedures and complements applicable professional and occupational codes of conduct.

1.2 Scope

This Code applies to all persons engaged in child-connected work at PVCC, including:

- Board members and those involved in governance.
- Employees (teaching, non-teaching and casual staff).
- Volunteers, contractors and external service providers.
- Parents/carers and members of the College community, where applicable.

This Code applies to all environments and activities where child-connected work is undertaken, including:

- On-site at College premises.
- Off-site activities, including camps, excursions, sporting events and community programs.
- Online and digital environments used for learning, communication or administration.
- Any setting where individuals are acting in connection with their role at the College.

2 Code Principles

This Child Safety Code of Conduct sets out the standards of behaviour expected of all adults engaged in child-connected work at PVCC.

It is designed to protect children and young people from harm, reduce the risk of abuse (including grooming and neglect), and promote a safe, respectful and inclusive environment across all College settings, including on campus, online and during off-site activities.

All adults must maintain appropriate professional boundaries and recognise the position of trust and authority they hold in their interactions with students.

A breach of this Code of Conduct may result in disciplinary action, including termination of employment or engagement, and may be reported to external authorities where required.

This Code applies to all interactions with students, whether in person, online or through digital technologies. The following sections outline the expected and prohibited behaviours to guide all persons engaged in child-connected work.

2.1 Acceptable Behaviours

All staff, volunteers, contractors and any other person engaged in child-connected work at PVCC **must**:

- Act in accordance with the College's Child Safety and Wellbeing Policy and uphold the College's commitment to child safety at all times.
- Take all reasonable steps to protect children from abuse and harm, including being vigilant and proactive in identifying and responding to risks of abuse, including grooming.
- Provide appropriate supervision of students in all learning, co-curricular and recreational settings.
- Treat all students with respect, dignity and fairness, and model appropriate professional boundaries at all times.
- Act in the best interests of the child and take into account the diverse needs of all students.
- Listen to, respect and respond appropriately to the views, concerns and disclosures of children and young people, and support student voice and participation where appropriate.
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children.
- Promote the cultural safety, participation and empowerment of children from culturally and linguistically diverse backgrounds.
- Promote the safety, participation and empowerment of children with disability, including through reasonable adjustments where required.

- Ensure, as far as practicable, that interactions with students occur in open, observable and interruptible environments.
- Maintain appropriate physical, emotional and online boundaries with students at all times, including using only approved College communication systems when interacting with students online.
- Use positive, respectful and non-harmful strategies when managing student behaviour, and not engage in degrading, abusive or harmful conduct.
- Respect the privacy and confidentiality of students and their families, noting that confidentiality does not override legal obligations to report child safety concerns.
- Report any child safety concerns, disclosures or allegations of abuse immediately in accordance with the College's Child Safety and Wellbeing Reporting Procedure.
- Comply with all legal obligations, including mandatory reporting obligations, the offences of failure to disclose and failure to protect under the Crimes Act 1958 (Vic), and obligations under the Reportable Conduct Scheme.
- Take immediate action to ensure the safety of any child where a concern or allegation of abuse is identified, including contacting emergency services (000) where a child is at immediate risk of harm.
- Notify the Executive Principal and Primary / Secondary Principal (or delegate) if they become subject to allegations, charges or investigations relating to conduct with children.
- Cooperate fully with any child safety investigations, including internal and external processes.
- Comply with all applicable professional and occupational codes of conduct, including reporting obligations to the Victorian Institute of Teaching immediately where required.
- Participate in child safety training and maintain up-to-date knowledge of child safety obligations.

Where a student is employed by PVCC in any capacity, staff must recognise that the student retains all protections afforded to them under the Child Safety and Wellbeing Policy, this Code of Conduct, and applicable child safety legislation, regardless of their employment status. The professional boundary obligations of this Code apply in full to interactions with student employees. Staff must not use a student's employment relationship to create opportunities for unsupervised, private or informal contact, and must ensure that any employment-related interactions occur in observable, professional and appropriate settings.

2.2 Unacceptable Behaviours

All staff, volunteers, contractors and any other person engaged in child-connected work at PVCC **must not**:

- Ignore, minimise or disregard any suspected, disclosed or witnessed child abuse, grooming or other child safety concern, or fail to report such matters in accordance with College procedures.
- Fail to report any child safety concern, disclosure or allegation in accordance with the College's Child Safety and Wellbeing Reporting Procedure.
- Engage in any form of grooming behaviour or develop inappropriate relationships with students, including showing favouritism, giving gifts, or encouraging emotional dependence. Staff are referred to the definition of grooming in the Child Safety and Wellbeing Policy and the Child Safety and Wellbeing Reporting Procedure for guidance on identifying grooming indicators.
- Have unauthorised contact with a student or their family outside of approved College activities, including meeting privately, providing transport, or engaging in social activities without appropriate approval and parent/carer consent.
- Be alone with a student in a closed, secluded or non-observable environment where it is practicable to avoid doing so.
- Engage in unnecessary, inappropriate or excessive physical contact with a student, including rough play, prolonged contact or contact of a personal or intimate nature.
- Perform personal care tasks that a student can undertake themselves, unless required for the student's safety or wellbeing and in accordance with College procedures.

- Use language or behaviour that is abusive, threatening, intimidating, derogatory, discriminatory or sexualised.
- Engage in discussions or expose students to content that is sexual, explicit or otherwise inappropriate to their age or development.
- Use physical punishment, or any form of degrading, abusive or harmful behaviour towards a student.
- Discriminate against or exclude any student based on personal characteristics, including age, gender, race, culture, religion, sexuality or disability.
- Engage in conduct that seeks to change or suppress a student's identity or personal characteristics.
- Communicate with students or their families via personal communication channels, including personal email, phone, messaging or social media, or exchange personal contact details with students.
- Use, take, store or share images or videos of students without appropriate authorisation and consent, or use such material inappropriately.
- Access, create, possess or distribute inappropriate or exploitative material involving children.
- Initiate unnecessary out-of-hours contact with a student or their family without appropriate approval, unless required in an emergency.
- Provide students with alcohol, tobacco, vapes, illegal drugs or other harmful substances, or be under the influence of such substances while engaged in child-connected work.
- Consume alcohol or illicit drugs at the College or at College-related activities in the presence of students.
- Engage in any behaviour, whether in person or online, that compromises student safety, breaches professional boundaries, or undermines the trust placed in them by the College community.

2.3 Teachers

In addition to this Code of Conduct, all teachers must comply with the professional standards and conduct requirements set by the Victorian Institute of Teaching, including the Victorian Teaching Profession's Code of Conduct.

Teachers must:

- Maintain professional boundaries with students at all times, recognising their position of trust and authority.
- Know their students well, respect their individual differences and support their learning and wellbeing needs.
- Create and maintain an environment that promotes safety, mutual respect and inclusion.
- Model and use respectful, inclusive and impartial language at all times.
- Protect students from intimidation, embarrassment, humiliation and harm.
- Respect the privacy and dignity of students, particularly in sensitive matters.
- Interact with students fairly and without bias, favouritism or discrimination.
- Avoid any conduct that could exploit or compromise the professional relationship between teacher and student.
- Comply with all obligations to notify the Victorian Institute of Teaching where required.

2.4 Psychologists and College Counsellors

In addition to this Code of Conduct, psychologists, counsellors and allied health professionals engaged by PVCC must comply with the professional standards, codes of ethics and registration requirements applicable to their profession.

This includes, where applicable, compliance with the standards and requirements of:

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

These professionals must maintain appropriate professional boundaries with students, ensure confidentiality is managed in accordance with legal and child safety obligations, and prioritise the safety and wellbeing of children in all interactions.

2.5 Sports and Recreation

All staff, coaches and volunteers involved in sporting and recreational activities must ensure that student safety and wellbeing is prioritised at all times.

They must:

- Use positive, respectful and inclusive language, and must not engage in abusive, harassing or discriminatory behaviour.
- Promote fair play, respect and appropriate behaviour among students.
- Ensure any physical contact with a student is necessary, appropriate to the activity, explained to the student and, where appropriate, consented to by the student.
- Provide appropriate supervision at all times, including during training, competitions, travel and change room use.
- Avoid, where practicable, situations where an adult is alone with a student, including in change rooms, first aid areas or during transport.
- Ensure interactions with students occur in open, observable and interruptible environments wherever possible.
- Follow all College risk management, supervision and safety requirements for sporting and recreational activities.

2.6 Use of Electronic Communications

All electronic communication between staff, volunteers, contractors and students (and their families) must:

- Occur only for legitimate educational, pastoral or College-related purposes.
- Be professional, respectful and maintain appropriate boundaries at all times.
- Be conducted using approved College communication systems and devices wherever practicable. Personal communication channels (including personal email, phone, messaging applications or social media) must not be used to communicate with students unless expressly authorised.
- Comply with the College's ICT, Social Media and Acceptable Use policies.
- Be transparent and capable of being monitored, with no expectation of privacy in communications with students.
- Ensure that any images, video or recordings of students are taken, stored and used only for authorised purposes and in accordance with College policy and privacy requirements.
- Not involve the storage of student images or information on personal devices unless authorised and in accordance with College policy.

Any inappropriate, concerning or unauthorised electronic communication must be reported immediately in accordance with the College's Child Safety and Wellbeing Reporting Procedure.

2.7 Physical Contact

Physical contact with students must always be appropriate, professional and consistent with the College's duty of care.

Physical contact may be necessary in limited circumstances, including to provide comfort, assist with learning, or ensure safety. In all cases, it must be reasonable, proportionate, non-intrusive and respectful of the student's dignity.

Staff must:

- Ensure physical contact is appropriate to the student's age, developmental level and individual needs.
- Explain the reason for physical contact where appropriate and be responsive to the student's verbal and non-verbal cues.
- Use the least intrusive form of contact and avoid prolonged or unnecessary physical contact.
- Cease physical contact immediately if a student indicates discomfort or withdraws consent.
- Ensure interactions occur in open, observable and interruptible environments wherever practicable.
- Exercise particular care when working with students who may be vulnerable or have experienced trauma.

Physical contact in instructional settings (such as sport or practical activities) is permitted where necessary for the activity and conducted in a safe, respectful and professional manner.

Physical restraint or intervention must only be used as a last resort to prevent immediate harm to a student or others, and must be reasonable, proportionate and in accordance with College procedures. Any such incident must be recorded promptly in line with the College's reporting requirements.

2.8 Transportation and Facilities

All staff, volunteers, contractors and any other person engaged in child-connected work at PVCC must:

- Not transport students in a personal vehicle unless it is part of an authorised College activity or an emergency situation, and appropriate approval and, where practicable, parent/carer consent has been obtained.
- Ensure that any transport of students is conducted safely, directly and in accordance with College requirements.
- Maintain appropriate supervision and professional boundaries in all environments, including camps, excursions and overnight activities.
- Not share sleeping, changing or bathroom facilities with students, and must not be in a state of undress in the presence of students.
- Respect student privacy in personal spaces and only enter such spaces where necessary, maintaining professional conduct at all times.
- Comply with all College risk management, supervision and duty of care requirements for transport, excursions and facilities.

2.9 Mandatory Notifications

All staff must notify the Executive Principal (or, where the concern relates to the Executive Principal, the Chair of the Board, board_chair@pvcc.vic.edu.au) as soon as practicable if:

- They are charged with or convicted of any offence or become aware that another staff member has been charged with or convicted of any offence.
- They are the subject of an allegation, investigation or concern that may affect their eligibility to hold a WWCC or valid VIT registration.
- They are the subject of a personal safety intervention order, family violence intervention order or any equivalent order issued by a court of competent jurisdiction.
- They become aware, through their employment or engagement with the College, of any crime involving theft, violence or a sexual offence committed by any person connected with the College.

These obligations apply regardless of when or how the staff member became aware of the relevant matter and are in addition to any external reporting obligations under applicable legislation.

2.10 Agreement to the Child Safety Code of Conduct

This Child Safety Code of Conduct is made publicly available on the PVCC website and is provided to all staff, volunteers and contractors engaged in child-connected work prior to commencement.

All staff and volunteers must acknowledge and agree to comply with this Code of Conduct as part of their induction and prior to commencing child-connected work. This requirement is reinforced through ongoing training and regular refreshers.

For contractors engaged in child-connected work, compliance with this Code of Conduct forms part of their contractual obligations. Contractors are deemed to have agreed to comply with this Code upon entering into a contract with the College or commencing work.

Records of acknowledgement are maintained in accordance with the College's child safety record keeping requirements.

2.11 Monitoring and Review

This Code of Conduct is reviewed annually, or earlier if required by changes in legislation, regulatory requirements or operational need. The Board and Executive Principal are responsible for reviewing this Code and implementing improvements where applicable. Families and the College community are afforded the opportunity to contribute to the review and development of this Code.

3 Professional Boundaries

This section should be read in conjunction with the Child Safety and Wellbeing Policy and the Child Safety and Wellbeing Reporting Procedure. It is not possible to definitively identify every circumstance in which a staff member may cross professional boundaries. This section is designed to make certain expectations clear and to raise awareness about situations where professional boundaries may be crossed.

Behaviour will cross professional boundaries where it constitutes an actual abuse of a staff member's position of trust and authority over a student, such as child abuse or grooming. Behaviour may also cross professional boundaries where it involves or creates the perception of a personal or special relationship between a staff member and a student, creates a situation where a student is more susceptible to inappropriate behaviour, or was contrary to College policies, professional standards or community standards.

Staff need to understand that behaviour may cross professional boundaries even where there is no romantic or sexual element to it, and even where the intention was good.

3.1 Self-Check Questions

Before acting in a way that may raise professional boundary concerns, staff should ask themselves:

- Do the College's codes of conduct, policies and procedures have anything to say about my behaviour?
- Am I dealing with a particular student differently from how I deal with other students in the same circumstances?
- Would I be acting primarily for the student's benefit, or my own?
- Would I engage in the same behaviour if the Executive Principal was present?

- Is it possible that my behaviour may be perceived negatively by others?
- Is there another option which better aligns with the College's expectations and manages risk?
- Should I consult with or seek approval from someone else within the College?

If in doubt, staff must seek guidance from their line manager, a Child Safety Officer, or the Executive Principal before acting.

3.2 Relationships with Students

Staff must not encourage, engage in or maintain a romantic, sexual or overly personal relationship with a student. This applies regardless of whether the student is over 18 years of age, whether the relationship is consensual, or whether it is condoned by parents or caregivers.

Staff are reminded that the law prohibits sexual relations with a person under the age of consent (16 years) and prohibits sexual relations between a teacher and their student under the age of 17 years.

Staff must not engage in grooming or any other form of sexual abuse or reportable conduct.

Where a staff member forms concerns that a student is being overly familiar, seeking to establish a relationship or has developed a crush on them, the staff member must report their concerns to their line manager or the Executive Principal as soon as possible so that a management plan can be developed.

A professional boundaries issue may also arise in connection with a former student. Relationships formed during enrolment at the College can create a power imbalance that continues for a number of years after the student leaves. At a minimum, a staff member must not have a romantic, sexual or overly personal relationship with a former student within two years of the student leaving the College, regardless of the former student's age.

3.3 Student Employees

Where a student is employed by PVCC, whether in a formal or informal capacity, the employment relationship does not alter or reduce any professional boundary obligation owed to that student. Staff must be especially vigilant in these circumstances because the employment relationship creates an additional layer of authority and power over the student that compounds the existing staff/student power imbalance.

Specifically, staff must:

- Never use a student's employment duties as a reason to meet privately, after hours, or in isolated settings.
- Never discuss matters unrelated to the student's role or educational program during employment interactions.
- Never offer employment opportunities, shifts, pay adjustments or other employment benefits in exchange for personal favours, information, or relationship development.
- Ensure all employment-related supervision of a student employee occurs in the presence of or with the knowledge of another staff member.
- Report immediately to the Executive Principal any situation where a student employee appears to be developing an inappropriate personal relationship with a staff member in the context of their employment.

A student's employment at PVCC must be managed transparently and in accordance with the College's HR policies, with oversight from the Executive Principal. No staff member should have sole authority

over a student employee's hours, tasks, location of work, or performance assessment without appropriate checks and oversight.

3.4 Meeting with Students

Staff should only meet with students for valid work-related purposes and only to the extent necessary to achieve that purpose. One-on-one meetings should generally only occur where it is not practicable for another staff member to be present. Staff should avoid situations where they are alone with a student in an enclosed space with a closed door.

Where a staff member is meeting or having a private conversation with a single student, they must:

- Hold the meeting at the College during normal College hours, wherever possible in a setting where other people are present or able to observe.
- Consider the time and venue carefully to ensure the safety and wellbeing of the student is not compromised.
- Ensure that the door is left open where possible.
- Avoid positioning themselves between the student and the door.

If there are concerns about complying with the above, the staff member must notify their line manager or the Executive Principal before the meeting takes place.

3.5 Transporting Students

Staff must not drive a student in their personal vehicle unless they have specific prior approval from the Executive Principal. In a genuine emergency, staff must exercise caution, including ensuring the student sits in the back seat, and must report the matter to the Executive Principal as soon as possible afterwards.

3.6 Confiscation and Searching for Student Property

Students and their belongings should only be searched in the presence of two staff members, with the knowledge of the Executive Principal or Primary/Secondary Principal, and in accordance with the College's student behaviour management policies and procedures. This requirement may be set aside only where a staff member is acting urgently to address a reasonable concern about a serious and immediate risk to safety.

When confiscating personal items such as mobile phones, staff should ask the student to hand the item to them. Staff should only physically take items directly from students where there is a reasonable concern about a serious risk to safety.

3.7 Photography and Video Recordings

Photography and video recordings of students are only permitted with the prior approval of the Executive Principal, in accordance with College policy and applicable privacy legislation. Staff must not store or share images or recordings of students on personal devices. Where a staff member is required to use a personal device to capture photos or video, all content must be immediately uploaded to Pixevity and permanently deleted from the device. Staff are encouraged to utilise the Community Relations team or College-issued cameras as the preferred method for capturing photos and videos, in place of personal devices. The College's strict stance on photography and video recording applies across all settings, including camps, excursions, and community activities.

3.8 Staff Personal Lives

The College recognises that staff have personal lives and will socialise with adults who may have children enrolled at the College. This Schedule is not intended to interfere with a staff member's right to a private life. However, working at PVCC requires a serious and ongoing commitment to child safety and professional conduct.

In all aspects of their personal and social lives, staff are expected to conduct themselves in a way consistent with this Code, including avoiding in private and social situations, including on social media, behaviour that could be perceived as contrary to this Code or as involving a risk to child safety.

Specific expectations include:

- Staff should not transport students who are not their own children to and from the College or during the College day, even where they are friends with the student's parents. Where this is necessary, prior approval must be obtained from the Executive Principal or a sub-school Principal.
- Social contact with a student who is not a family member should arise from a social relationship with the student's parents, not from a direct social relationship with the student. Staff should avoid being alone with a student or communicating electronically with a student in these situations without the parents' knowledge and consent.
- Staff must notify the Executive Principal if they become aware they are teaching a relative or a child of a close friend or romantic or sexual partner, to enable the College to manage any conflicts of interest.
- Children of staff members may not be in staff areas during normal College hours unless in an emergency.

3.9 Managing Concerns About Professional Boundaries

Staff must report to their line manager or the Executive Principal any concern that their own behaviour, the behaviour of a student towards them, or the behaviour of another staff member, has or may have crossed professional boundaries. This includes, for example, situations where a staff member is concerned that a colleague may be too close to one student, even where there is no evidence of a romantic or sexual relationship.

If a student initiates conduct that crosses professional boundaries, the staff member must make clear to the student that the conduct is inappropriate. If the student continues, the staff member must remove themselves from the situation once they have ensured that doing so will not pose a safety risk to the student.

4 Code Compliance

4.1 Code of Conduct Breach

Failure to comply with this Policy may result in disciplinary action and, where applicable, may involve escalation in accordance with legal and regulatory obligations. All breaches, suspected breaches, concerns or risks related to this Policy must be reported as soon as practicable through the College's reporting processes or to:

Executive Principal, executiveprincipal@pvcc.vic.edu.au

Where a breach relates to child safety or suspected abuse, reporting must occur immediately in accordance with applicable legal obligations, including mandatory reporting, reporting to Victoria Police, Child Protection and the SSR, where required. Compliance with this Policy will be monitored through the College's governance, risk and assurance processes, including audits, reviews and reporting.

4.2 Emergency and Exceptional Circumstances

In limited circumstances, staff may be required to act outside usual practices in order to prioritise the immediate safety and wellbeing of a child or others. In such situations, staff must ensure their actions are reasonable, proportionate and in the best interests of the child.

Any such incident must be reported to the Executive Principal as soon as reasonably practicable and documented in accordance with the College's reporting procedures.

Where staff identify that their role or working circumstances may create a risk to maintaining appropriate professional boundaries, this must be disclosed to the Executive Principal so that appropriate guidance and risk management strategies can be implemented.

5 Related Policies, Procedures and Legislation

5.1 Related Internal Policy and Procedure

- Child Safety and Wellbeing Policy
- Child Safety and Wellbeing Reporting Procedure
- Child Safety and Wellbeing Record Keeping
- Staff Code of Conduct
- Complaints and Grievances Policy
- Student Behaviour Policy
- Supervision Policy
- Recruitment and Screening Policy
- Privacy Policy
- Information Security / Acceptable Use (ICT) Policy

5.2 Related Legislative Instruments (Victoria)

- *Ministerial Order 1359: Implementing the Child Safe Standards (Vic)*
- *Child Wellbeing and Safety Act 2005 (Vic)*
- *Children, Youth and Families Act 2005 (Vic)*
- *Crimes Act 1958 (Vic)*
- *Education and Training Reform Act 2006 (Vic)*
- *Worker Screening Act 2020 (Vic)*
- *Privacy and Data Protection Act 2014 (Vic)*
- *Health Records Act 2001 (Vic)*
- *Victorian Teaching Profession Code of Conduct*

5.3 Further Information

For further information about this Policy or the management of policies and procedures at PVCC, the first point of contact is the Executive Principal.

5.4 Policy Control and Approval Information

Category	Child Safety
Owner	Executive Principal
Risk Rating	High
Approved By	Board
Date Approved	18 May 2026
Next Review	18 May 2027
Implementation	22 May 2026
Version	1:1

6 Sign off section - Acknowledgement

Who must sign: *All staff, contractors with child contact, and Board Directors at onboarding and annually thereafter.*
Digital completion will be required via Passtab upon arrival onsite for onsite - Volunteers

Submit to: *People & Culture*

I, the undersigned, confirm that I have:

- ☐ received or been given access to the Child Safety Code of Conduct;
- ☐ read and understood the Code in full, including expected standards of behaviour, prohibited conduct, and child safety obligations;
- ☐ understood my reporting obligations, including who to contact if I have concerns about a child's safety or wellbeing;
- ☐ understood that a breach of the Code may result in disciplinary action, up to and including termination and referral to statutory authorities.

Full Name (please print) *Position / Role Title*

Engagement Type (Staff / Contractor / Director) *Department / Team*

Signature *Date*

7 Professional Conduct Guidance Flowchart

Use this flowchart to guide your decisions when interacting with students or in situations that may raise child safety concerns.

1 A Situation Arises Involving a Student

- A student discloses abuse or expresses concern about their safety.
- You observe behaviour that concerns you.
- You are about to do something that may raise professional boundary questions.
- A colleague's conduct appears inappropriate.

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2 Apply the Self-Check Questions

- Do the College's codes of conduct, policies and procedures have anything to say about my behaviour?
- Am I dealing with this student differently from how I would deal with other students?
- Would I be acting primarily for the student's benefit, or my own?
- Would I engage in this behaviour if the Executive Principal was present?
- Could my behaviour be perceived negatively by others?
- Is there a safer option that better aligns with the College's expectations?
- Should I seek approval or guidance before acting?

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Is there an Immediate Risk to the Child's Safety?

YES	NO
YES — Act Immediately Call 000 for Police and/or ambulance. Notify the Executive Principal or a Child Safety Officer immediately.	**NO — Ensure the Student is Safe** Stay calm. Do not leave the student alone. Contact a Child Safety Officer or senior staff member.

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Does the Concern Involve Possible Abuse, Grooming or Reportable Conduct?

YES	NO
YES — Follow Reporting Obligations Mandatory report: Contact Child Protection on 1300 664 977. Reportable conduct: Notify Executive Principal who notifies the SSR. **Do NOT investigate, minimise or promise confidentiality.**	**NO — Report Internally** Report to your Child Safety Officer or a senior staff member. Then notify the Executive Principal or sub-school Principal.

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3 Always Do — In Every Case

- Document the concern accurately and promptly — record what was said, seen or reported.
- Support the student — be calm, listen and reassure. Do not make promises about confidentiality.
- Respect the student's privacy — share information only on a need-to-know basis.

- Cooperate fully with any investigation — internal or external.
- Access support — contact your line manager, EAP or a Child Safety Officer for debriefing.

4 Professional Boundary Situations

If you are unsure whether your action crosses a professional boundary, ask yourself the self-check questions in Step 2. If still unsure:

- Seek guidance from your line manager or a Child Safety Officer before acting.
- One-on-one meetings with students should be in observable spaces with the door open.
- Do not transport a student in your personal vehicle without prior Executive Principal approval.
- Do not communicate with students via personal devices or channels.
- Do not photograph or record students without prior authorisation.
- Report concerns about your own or a colleague's professional boundaries immediately.

5 Mandatory Notifications to Executive Principal

You must notify the Executive Principal (or Chair of Board, board_chair@pvcc.vic.edu.au if concern involves the Executive Principal) if:

- You are charged with or convicted of any offence.
- You are the subject of an allegation or investigation affecting your WWCC or VIT registration.
- You are subject to a personal safety or family violence intervention order.
- You become aware of any crime involving theft, violence or a sexual offence by a person connected with the College.

Who to Contact

Immediate Danger	Child Safety Officer	External Reporting
Call 000 Police / Ambulance	Child safety officer **9717 7499**	Child Protection **1300 664 977** Victoria Police: 000

Criminal Law Reminder: Failure to disclose (s.327 Crimes Act 1958) and failure to protect (s.49O Crimes Act 1958) are criminal offences. If in doubt, report.

8 Code of Conduct DO and DON'T'S Poster

Everyone engaged in child-connected work at PVCC shares responsibility for child safety. The standards below apply in all College environments: on campus, online and off-site.

✓ DO	✗ DON'T
✓ Act in the best interests of every student at all times.	✗ Ignore, minimise or fail to report a child safety concern or disclosure.
✓ Treat all students with respect, dignity and fairness.	✗ Engage in any form of grooming, favouritism or inappropriate relationship with a student.
✓ Promote the safety and wellbeing of Aboriginal and Torres Strait Islander students.	✗ Be alone with a student in a closed, non-observable environment.
✓ Promote the safety and inclusion of students with disability.	✗ Transport a student in your personal vehicle without prior Executive Principal approval.
✓ Promote the safety and inclusion of LGBTQIA+ students.	✗ Communicate with students via personal email, phone, messaging or social media.
✓ Ensure interactions with students are open, observable and interruptible.	✗ Store images or information about students on personal devices without authorisation.
✓ Maintain appropriate physical, emotional and online boundaries.	✗ Engage in unnecessary, excessive or intimate physical contact with a student.
✓ Use only approved College communication systems to contact students.	✗ Use language that is abusive, derogatory, discriminatory or sexualised.
✓ Report any child safety concern or disclosure immediately.	✗ Expose students to content that is sexual, explicit or age-inappropriate.
✓ Comply with mandatory reporting, failure to disclose and failure to protect obligations.	✗ Use physical punishment or any degrading or harmful behaviour towards a student.
✓ Call 000 if a student is in immediate danger.	✗ Discriminate against any student based on age, gender, race, religion, sexuality or disability.
✓ Notify the Executive Principal if charged with any offence or subject to an intervention order.	✗ Encourage, maintain or engage in a romantic or sexual relationship with a student.
✓ Document concerns accurately and promptly.	✗ Maintain a romantic or overly personal relationship with a former student within two years of their leaving the College.
✓ Cooperate fully with any child safety investigation.	✗ Give gifts, money or special benefits to students.
✓ Seek guidance before acting in a situation that raises boundary concerns.	✗ Invite students to your home or attend students' private social events.
✓ Participate in child safety training and keep your obligations up to date.	✗ Share personal information about students without authorisation.
✓ Support student voice — listen to and respect concerns raised by students.	✗ Consume alcohol or illicit substances in the presence of students.
✓ Follow the College's Student Behaviour Policy and all child safety procedures.	✗ Engage in behaviour that undermines the trust placed in you by the College community.
✓ Use positive, respectful and non-harmful strategies when managing behaviour.	✗ Promise confidentiality to a student making a disclosure.
✓ Seek approval before photographing or recording students.	✗ Suppress, change or dismiss a student's identity or personal characteristics.

If in doubt, ask a Child Safety Officer or the Executive Principal before acting.	Failure to disclose (s.327) and failure to protect (s.49O) are criminal offences.	Child Protection: 1300 664 977 Emergency: 000 Child Safety Officer 9717 7499

This poster is a summary only. Refer to the full Child Safety Code of Conduct and Child Safety and Wellbeing Policy for complete obligations.