



Geelong Lutheran College is committed to providing a safe environment for all our students when they are in the care of the College.

Definitions

The College: Geelong Lutheran College St John's Newtown and Armstrong Creek

Parents: Parents, Guardians, Caregivers

Rationale

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 College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. Any breach of the Child Safe Code of Conduct is a child safety incident and must be reported internally. Any breach that meets the threshold for external reporting must be reported to the relevant external authority. Where a staff member breaches the Code, Geelong Lutheran College may take disciplinary action, including in the case of serious breaches, summary dismissal. The College reviews the Code annually.

Our Child Safety Program also includes a Staff and Student Professional Boundaries Policy that provides detailed guidance for all Staff, Volunteers and Contractors, on how to maintain professional boundaries between students.

The College's Board has endorsed this Child Safety Code of Conduct.

The Child Safe Code of Conduct applies to all adults in the College community including:

- Executive Principal and the Executive team
- Teaching Staff
- General staff and temporary or casual staff
- Volunteers
- Parents
- Third Party Contractors
- External Education Providers
- The College Board
- Teaching students on placement at the College
- Visitors

This Child Safety Code of Conduct set out below is designed to stand alone. It can also be incorporated, in whole or in part, into broader codes of conduct that are developed by the College.

The Child Safety Code of Conduct applies in all College environments. College environments include the following physical, virtual, and online places used during or outside school hours:

- a campus of the College
- online or virtual College environments made available or authorised by GLC College Board (or the Executive Principal on its behalf) for use by a student (including email, intranet systems, software applications, collaboration tools, and online services)



- other locations provided by the College or through a third-party provider for a student to use, including but not limited to:
 - camps
 - approved homestay accommodation
 - delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers, another school
 - sporting events, excursions, competitions, and other College approved events.

Certain staff members, Volunteers and Contractors at the College may have professional or occupational codes of conduct that regulate their profession or occupation. These codes of conduct must also be complied with. In the event that the staff member, Volunteer or Contractor considers that there is a conflict between these codes of conduct and the Child Safety Code of Conduct in a particular matter, the relevant staff member, Volunteer or Contractor must seek advice from their profession or occupational body and/or a Child Safety Officer and must advise the Executive Principal of their proposed course of action.

This Child Safety Code of Conduct is made available to all Staff, Volunteers, Contractors, families, and students via the College website.

Acceptable Standards of Behaviour:

Each member of the College community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour

- Uphold and act in accordance with Geelong Lutheran College's Child Safe Policy at all times
- Comply with applicable guidelines published by the College with respect to child safety, such as the Staff and Student Professional Boundaries Policy
- 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 and child protection issues
- Ensure, where practicable, that adults are not alone with a student. One-to-one interactions between an adult and a student should be in an open space, in line of sight of another adult, or in a high pedestrian traffic area.
- Provide age appropriate supervision for students
- Treat all students with respect
- Promote the safety, participation and empowerment of students with a disability
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students and Aboriginal and Torres Strait Islander 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 Officers and ensure that your legal obligations to report child abuse or other harm externally are met
- Where an allegation of child abuse or other harm 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
- If child abuse is suspected, ensure as quickly as possible that the student(s) are safe and protected from harm

Unacceptable Behaviours:

The College community must never engage in the following conduct:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour
- Discriminate against any student on the basis of characteristics that are protected in anti-discrimination legislation or express personal views that support or promote such discrimination
- 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 toileting or changing clothes
- Engage in any form of physical violence towards a student including inappropriately rough physical play
- Use physical means or corporal punishment to discipline or control a student, other than expressly outlined in the College's Restraint and Seclusion of Students Policy 2.16 CS
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm (either at school or off campus)
- 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 activities with a student 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 consent
- Post identifying information about a student online unless it is necessary for the College's activities, or you have consent from the student's parents. Identifying information includes things such as the student's: full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend
- Treat a student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- Consume alcohol against the Alcohol and Drug Use policies or take illicit drugs in the College environment or at College events where students are present
- Discuss intimate topics or use sexualized language, except when needed to deliver the College curriculum or professional guidance
- Ignore an adult's overly familiar or inappropriate behaviour towards a student
- Ignore or disregard any suspected or disclosed child abuse

Our Child Safety Program includes a Staff and Student Professional Boundaries Policy 2.50 CS that provides detailed guidance for all adults at the College on how to maintain professional boundaries between students and adults at Geelong Lutheran College.



Teachers – Guiding Principles

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 Teachers (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

Sport, Outdoor Education and Music Program

Sports coaches, outdoor education instructors, music teachers and College staff who are involved in coaching, training or guiding students during sporting, outdoor education and music activities must adopt practices that assist children to feel safe and protected, including:

- Using positive reinforcement and avoiding abusive, harassing or discriminatory language and practices based on race, religion, ethnic background, or special ability/disability
- Explaining the reason for the contact and asking for the student's permission if physical contact with a student by a sports coach, outdoor education instructor, music teacher or College staff is necessary during a sporting or outdoor education activity
- Avoiding (where possible) situations where an adult may be alone with a student such as in a dressing or change room, or when a student needs to be transported in a vehicle
- Refraining from initiating a relationship with students and discourage any attempt by students to initiate an intimate relationship

Agreement to the Child Safety Code of Conduct

A copy of this Child Safety 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 the College. All Staff and Direct Contact Volunteers must sign an agreement to adhere to this Child Safety Code of Conduct prior to commencing work at the College.

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

The Child Safety Code of Conduct and Reportable Conduct

Our Child Safety Codes of Conduct outline expected standards of behaviour for all Staff at the College. However, breaches of these Codes of Conduct will not always be Reportable Conduct. For example, a Volunteer accepting a social media 'friend' request from a student would be a breach of our Child Safety Codes of Conduct but may not amount to Reportable Conduct.

These kinds of breaches of our Child Safety Codes of Conduct can be dealt with at the College level and the College does not need to report them to the Commission for Children and Young People.

For more information, refer to our [Reportable Conduct](#) policies and procedures.



Consequences for Breach of the Child Safety Code of Conduct

Staff, including the Executive Team and Executive Principal, Volunteers and Contractors who breach this Code of Conduct may be subject to disciplinary actions that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- appointment to an alternate role
- suspension
- in the case of serious breaches, termination of employment, contract, or engagement

Where any other member of the College Community breaches any obligation, duty or responsibility within the Child Safety Code of Conduct, Geelong Lutheran College will take appropriate action.

Report Any Concerns

Staff

It is the College's Policy that any breach of the Child Safety Code of Conduct is a child safety incident. Therefore, all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness or suspect any breach of this Code of Conduct must report their concern internally to a Child Protection Officer or the Executive Principal. Where the child safety incident or concern involves the Executive Principal, internal reports should instead be made to the Chair of College Board.

Staff who, in good faith, make an internal report alleging a breach of the Child Safety Code of Conduct will be protected from victimisation or other adverse consequences.

Note that reporting internally does not change any obligation that Staff may have under legislation to report to an external authority.

Our Child Safety Program includes information for Staff, Volunteers and Contractors about how to identify key indicators of child abuse or other harm and how to report child safety incidents or concerns to relevant external authorities.

For more information, refer to our procedures for [Responding to and Reporting Child Safety Incidents or Concerns](#).

Students

Students who are the victim of, or who witness or suspect a breach of the Child Safety Code of Conduct can:

- disclose the child safety incident or concern to any staff member, Volunteer or Contractor. This might be done:
 - verbally
 - in writing
 - through electronic means (such as email)
 - indirectly (such as in written assignments, in artworks or in any other way)



Parents, Family Members or Other Community Members

Parents, family members or other community members who witness or suspect that there has been a breach of the Child Safety Code of Conduct, or have concerns that a child or young person associated with the College may be subject to abuse or harm from a member of Staff, a Volunteer, or a Contractor, should contact:

- the College's Senior Child Safety Officer Georgia Quirk, by phoning (03) 5264 1038 or emailing georgia.quirk@glc.vic.edu.au or the Executive Principal, or
- if the concern relates to the Executive Principal, the Chair of College Board.

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

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

Evaluation

This Code will be reviewed as part of the College's annual review cycle.

Policy Administration

Responsible Person/s	Approver	Date Approved	Next Review
Executive Principal	College Board	October 2025	October 2026