



Child Safe Program

Child Safety Code of Conduct Policy and Procedures

If you are a non-English speaker who needs help to understand this Policy, please contact Steve Tresize on 03 5024 5310. Or email steve.tresize@milduracc.vic.edu.au.

Introduction

Mildura Christian College is unwavering in its commitment to creating a child-safe environment where every student is protected, valued, and empowered to reach their full potential. Rooted in Christian values, MCC upholds a zero-tolerance policy towards all forms of child abuse—including physical, emotional, sexual, verbal, and neglect—and holds that such abuse is never the fault of the child. The College recognises its moral and legal responsibility to ensure the safety and well-being of all children attending the school.

At MCC, child safety is a shared responsibility. All staff, volunteers, contractors, and students over 18 years old are expected to report any child safety concerns, regardless of mandatory reporting obligations. The College fosters a culture of open communication, where children and families feel respected and confident in raising concerns. This proactive approach is supported by regular risk assessments, policy reviews, and a commitment to continuous learning.

In all actions, Mildura Christian College strives to embody its Christian ethos by providing a nurturing, secure, and compassionate environment where children can learn, grow, and flourish.

The Mildura Christian College Board has approved the Child Safety Code of Conduct.

Statement of Commitment to Child Safety and Wellbeing

Mildura Christian College is a child safe school. We are committed to ensuring that the children who attend our school are safe and protected. Our goal is to maximise learning and fulfil potential for all

our students in a Christian environment that is nurturing, comfortable, inspiring and, above all, as safe, secure and compassionate as possible. This, we believe, is how children best learn, grow and flourish.

Purpose

This Policy and its Procedures outline:

- expected standards of behaviour, relevant to child safety and wellbeing, towards students for all adults in all College environments; and
- the College's expectations for compliance.

It helps to protect students from harm, reduce opportunities for abuse or other harm to occur, and promote child safety and wellbeing in the College environment.

It also provides guidance on how to best support students and how to avoid or better manage difficult situations.

We also have a **Staff and Student Professional Boundaries Policy and Procedures** that provides detailed guidance for Staff, Volunteers and Contractors, no matter their age, on how to maintain professional boundaries with students.

Scope

The Child Safety Code of Conduct applies to all adults in the College community. This means that if you are aged 18 or over and are:

- the Principal
- a Leadership Team member
- a Board member
- a staff member (including non-teaching Staff and temporary or casual Staff)
- a Volunteer
- a Contractor (including an External Education Provider)
- a teaching student on placement at the College
- a Visitor (including a parent/carer or other adult family member of a student who is at the College or attending a College event)

this Policy and its Procedures apply to you.

We refer to everyone in this list together as the "College Community".

The Child Safety Code of Conduct does not apply to students who are volunteering with, coaching or tutoring younger students at the College. If you are a student, you must instead comply with the Student Code of Conduct and other relevant College policies.

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 The Mildura Christian College Board (or the 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 events.

Policy Statement

The Child Safety Code of Conduct

1. As an adult member of the College Community, you **must** comply with the following Child Safety Code of Conduct:

DO:

- Comply with the College's child safety policies and procedures.
- In relationships with students, maintain professional boundaries that apply to your roles and responsibilities at the College at all times (for example, if you are a staff member, Volunteer or Contractor, you must follow the [Staff and Student Professional Boundaries Policy and Procedures](#)).
- Comply with any additional guidelines published by the College with respect to child safe behaviours.
- Take all reasonable steps to protect students from harm.

- Provide supervision for students that is appropriate for their age and developmental stage.
- Treat all students with respect, regardless of race, gender identity, sexual orientation, language, religion, political views, culture, disability, or other status.
- Actively encourage the participation and empowerment of all students, including student with disability, culturally linguistically and culturally diverse students, Aboriginal and Torres Strait Islander students and students with other vulnerabilities (such as students who are unable to live at home or students who identify as lesbian, gay, bisexual, transgender or intersex), by listening to their ideas, values and contributions.
- Intervene when students are engaging in inappropriate, humiliating, vilifying or bullying behaviour towards others.
- Interact with students in an open and transparent way.
- Build trust with students by taking any child safety incidents, concerns and reports made by them seriously.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.
- Where an allegation of 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.
- Report any child safety incidents or concerns to the Principal or a Child Safe Champion, and meet any additional legal obligations to report abuse or other harm externally.
- Report any breaches of this Child Safety Code of Conduct to the Principal or a Child Safe Champion.

DO NOT:

- Engage in, or ignore others engaging in, any form of inappropriate behaviour towards students or expose students to behaviour that has the potential to cause harm (including physical, psychological or emotional harm).
- Engage in prejudicial or oppressive behaviour, or use inappropriate language with students.
- 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 discussions with, or in the presence of students that could be construed as inappropriate (for example, asking questions of a personal nature or discussing illicit matters such as sex, drugs or alcohol other than in an educational context).

- Engage in any form of sexual conduct with a student including any form of grooming behaviour, 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 mechanical means or physical force to punish or discipline a student (other than **Restraint of Students Policy**).
- Engage in inappropriate supervision in changerooms, bathrooms and accommodation (for example, on camps). In particular, male adults must not enter female changerooms, bathrooms or accommodation and female adults must not enter male changerooms, bathrooms or accommodation, except in an emergency.
- Initiate or develop a relationship with any student that has, or can be misinterpreted as having, any basis other than a professional basis (for more information, refer to the Staff and Student Professional Boundaries Policy and Procedures).
- Initiate or develop a 'special' relationship with a students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in private meetings or activities with a student (other than a student who is your own child):
 - without the College's and/or the students' parents/carers' knowledge and approval; or
 - when there is no other adult present

(for more information, refer to the Staff and Student Professional Boundaries Policy and Procedures). Engage in personal communications with a student using electronic or digital media through any medium (for more information, refer to the Staff and Student Professional Boundaries Policy and Procedures).

- Take or publish (including online) photos, video and/or audio recordings of a student without College and/or parent/carer consent.
- Post identifying information about a student online unless it is necessary for the College's activities and with consent from the student and/or their parents/carers. Identifying information includes things such as the student's full name, age, email address, telephone number, residence, school, or details of a club or group they may attend.

2. Certain members of the College Community (for example, staff members working as psychologists at the College) may have other professional or occupational codes of conduct that

regulate their profession or occupation. If this applies to you, you **must also** comply with these codes of conduct. If you consider that there is a conflict between your professional or occupational code of conduct and the Child Safety Code of Conduct in a particular matter, you **must** follow the **Procedures** below.

Agreement to the Child Safety Code of Conduct

1. If you are a staff member or a Direct Contact or Regular Volunteer, you **must** acknowledge in writing or electronically/online that you have read, understood and agree to adhere to the Child Safety Code of Conduct prior to commencing work at College.
2. The Child Safety Code of Conduct forms part of the contract between the College and any Direct Contact and Regular Contractors. Therefore, if you are a Direct Contact or Regular Contractor, you are deemed to have agreed to adhere to the Child Safety Code of Conduct on signing the contract or on commencing work at the College.

Breaches of the Child Safety Code of Conduct

1. The College considers any breach of the Child Safety Code of Conduct to be a child safety incident. As a result, if you are a staff member or a Direct Contact or Regular Volunteer/Contractor, you **must**:
 - report all breaches of the Child Safety Code of Conduct internally to the College, following the **Procedures** set out below
 - report any breach that meets the threshold for external reporting to the relevant external authority, following the Reporting and Responding Obligations (Child Safety) Policy and Procedures
 - document your internal and external reports, following the Record Keeping (Child Safety) Policy and Procedures.
2. If, in good faith, you make an internal report alleging a breach of the Child Safety Code of Conduct, the College will protect you from victimisation or other adverse consequences.
3. The College will apply appropriate consequences to College Community members who breach the Child Safety Code of Conduct, as set out in **Breach** below.

Procedures

Agreement to Adhere to the Child Safety Code of Conduct

All staff members and Direct Contact and Regular Volunteers must sign an agreement outlining their commitment to abide by the Child Safety Code of Conduct as well as other Child Safety related commitments at the time of induction and again at the beginning of each year they remain engaged with the College.

Other Professional or Occupational Codes of Conduct

If you must comply with a professional or occupational code of conduct and you consider that there is a conflict between that code of conduct and the Child Safety Code of Conduct in a particular matter, you **must**:

- seek advice from your professional or occupational regulatory body and/or a Child Safe Champion; and
- advise the Principal of your proposed course of action.

Report Any Concerns

If you are concerned that a child, young person or student aged 18 or over is in immediate danger, call the Police on 000.

Any person, including all Staff, Volunteers, Contractors, parents/carers and students, can at any time, contact DFFH Child Protection if they are concerned about the wellbeing of a child aged under 17.

You can do this by:

- during business hours (8:45am-5:00pm, Monday to Friday), contacting the Child Protection intake service for the local government area where the child resides, listed [here](#)
- after hours, telephoning 13 12 78.

Staff, Volunteers and Contractors

If you are a staff member, Volunteer or Contractor and you witness or suspect a breach of the Child Safety Code of Conduct, report this to a Child Safe Champion or the Principal as soon as possible.

If the breach involves the Principal, report this to the MCC Board Chair by emailing Ms Bethany Scholar - chair@milduracc.vic.edu.au.

A breach of the Child Safety Code of Conduct could amount to the abuse or other harm of a child, young person or student aged 18 or over. For information about how to identify key indicators of abuse or other harm, refer to [Definitions and Key Indicators of Abuse and Other Harm](#).

Reporting internally does not replace other legal and policy obligations that you may have. In addition to the above, you must also follow all responding and reporting obligations that apply to you. Depending on the circumstances, these obligations may include:

- reporting to DFFH Child Protection
- reporting to the Police
- reporting Reportable Conduct to the CCYP
- taking steps to protect students from future risks of abuse or other harm, where those steps are within your power or responsibilities to take (to meet your duty to protect obligations)
- reporting teacher misconduct to the VIT
- providing information to other external agencies.

These are explained in the [Reporting and Responding Obligations \(Child Safety\) Policy and Procedures](#).

Students

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

- disclose this to a College Child Safe Champion
- disclose this to any other 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)
- disclose this anonymously, using the College's anonymous College's online feedback form, which is located [here](#). This link can also be found on the Child Safety page of the College Website.
- contact Kids Helpline - 1800 551 800, or Bravehearts - 1800 272 831 or visiting Bravehearts' [Get Help](#) webpage.

For more information, students can refer to the child-friendly version of the [Complaints Management \(Child Safety\) Policy and Procedures](#), available on posters fixed to noticeboards around the College,

which explains these different pathways.

Parents/carers, family members or other College Community members

Parents/carers, family members and other community members who witness or suspect a breach of the Child Safety Code of Conduct can contact:

- the Principal, who is the College's Senior Child Safe Champion, by phoning 03 5024 5310 or emailing principal@milduracc.vic.edu.au
- if the concern relates to the Principal, the MCC Board Chair by emailing Ms Bethany Scholar - chair@milduracc.vic.edu.au.

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

The Child Safety Code of Conduct and Reportable Conduct

Our Child Safety Code of Conduct outlines expected standards of behaviour for all Staff, Volunteers and Contractors at the College. However, breaches of the Child Safety Code 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 the Child Safety Code of Conduct but may not amount to Reportable Conduct.

These kinds of breaches 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 [Reporting and Responding Obligations \(Child Safety\) Policy and Procedures](#) or, for further guidance, to the [Reportable Conduct Policies and Procedures](#).

Implementation

The Child Safety Code of Conduct is published on our public website.

The Child Safety Code of Conduct is made available to employed staff members through the College's online policy platform. The College provides a copy of the Child Safety Code of Conduct to all Staff, relevant Volunteers and relevant Contractors at their induction, or otherwise prior to them commencing work at the College.

Training about the Child Safety Code of Conduct is included in induction and annual refresher training for employed staff members, as well as relevant Volunteers and Contractors. For more

information, refer to the Training and Supervision (Child Safety) Policy and Procedures.

Employed staff members, relevant Volunteers and relevant Contractors sign an agreement to adhere to the Child Safety Code of Conduct as set out in this Policy and its Procedures.

The College also communicates the Child Safety Code of Conduct to staff members and other members of the College Community through

- Regular Newsletters
- Sentral Parent Portal
- The College Website

The College has developed, in consultation with its students, Child-Friendly Child Safe Code of Conduct, a child-friendly version of the Child Safety Code of Conduct that the College provides to all students.

Breach

If you are a staff member, Volunteer or Contractor and you breach this Policy and its Procedures, the College can investigate your conduct. You could face disciplinary action, such as (depending on the severity of the breach):

- attending remedial education
- attending 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.

You could also face civil or criminal penalties.

If you are another member of the College Community and you breach the Child Safety Code of Conduct, the College will take appropriate action. This could include:

- making a report to DFFH Child Protection or the Police if your conduct meets the required threshold for reporting; and/or

- if you are a parent/carers or other Visitor, issuing a School Community Safety Order against you in appropriate cases.

Definitions

Definitions of particular terms used in this Policy and its Procedures can be found in the [Child Safety Program Definitions List](#) and [Definitions and Key Indicators of Abuse and Other Harm](#), which are annexed to the [Reporting and Responding Obligations \(Child Safety\) Policy and Procedures](#).

Source of Obligation

- Victorian Child Safe Standards, Standard 2
- Ministerial Order 1359, Clause 6

Related Policies

- [Staff and Student Professional Boundaries Policy and Procedures](#)
- [Student Child Safety Code of Conduct Policy and Procedures](#)
- [Reporting and Responding Obligations \(Child Safety\) Policy and Procedures](#)
- [Complaints Management \(Child Safety\) Policy and Procedures](#)
- [Record Keeping \(Child Safety\) Policy and Procedures](#)
- [Student Participation and Empowerment \(Child Safety\) Policy and Procedures](#)
- [Family and Community Involvement, Cultural Safety and Equity-Diversity \(Child Safety\) Policies and Procedures](#)
- [Human Resources Management \(Child Safety\) Policies and Procedures](#)
- [Risk Management \(Child Safety\) Policy and Procedures](#)
- [Regular Reviews and Continuous Improvement \(Child Safety\) Policies and Procedures](#)
- [School Community Safety Orders](#)

Related Documents

- [PROTECT Recording your actions: Responding to suspected child abuse - A Template for Victorian Schools](#)
- Child Protection Reporting Obligations: Summary of the College's Procedures for Responding to and Reporting Child Safety Incidents or Concerns
- Procedures for Managing Child Safety Incidents or Concerns Involving the College or its Staff Members (Summary)

- Complaints Handling Policy and Procedures
- Child-friendly Child Safe Policy

References

- Commission for Children and Young People, [Victorian Child Safe Standards](#)
- Commission for Children and Young People, [Resources and Support for the Child Safe Standards](#)
- Department of Education, [Child Safe Standards Templates and Resources](#)

Policy Administration

Status	Document Owner	Approver(s)	Approval Date	Version Number	Last Reviewed	Review Frequency	Next Review Date
Current	Steve Tresize	Steve Tresize	April 30, 2025	1.51	April, 2025	Annual	February, 2026