



Child Safety Code of Conduct



Help for non-English speakers [Interpreting and Translation Services](#).

If you need help to understand the information in this policy, please contact Whittlesea Secondary College General Office Ph. (03) 9719-1200.

Purpose

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our College.

All Whittlesea Secondary College staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the College for student use (for example, a school camp).

This Child Safety Code of Conduct is supported by child-friendly materials that explain student rights, respectful behaviour, and how students can raise concerns or seek help. These materials are shared with students through the Student Wellbeing Program and related policies.

ACCEPTABLE BEHAVIOURS

As Whittlesea Secondary College staff, volunteers, contractors, and any other member of our College community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Whittlesea Secondary College commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
- treating students and families in our College community with respect in our College environment and outside our College environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQA+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.



- reporting any allegations of child abuse or other child safety concerns to any member of the Principal or Wellbeing Team.
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures and the [PROTECT Four Critical Actions](#).
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

UNACCEPTABLE BEHAVIOURS

As Whittlesea Secondary College staff, volunteers, contractors and member of our College community involved in child-connected work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the College curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
- consume alcohol against College policy or take illicit drugs in the College environment or at Whittlesea Secondary College events where students are present
- have contact with any student outside of school hours except when needed to deliver the College curriculum or professional guidance and parental permission has been sought.

Breaches to the Child Safety Code of Conduct

All Whittlesea Secondary College staff, volunteers, contractors and any other member of the College community involved in child-connected work who breach this Child Safety Code of Conduct may be subject



to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education's Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Whittlesea Secondary College Child Safety Code of Conduct must be reported to the Principal.

If the breach or suspected breach relates to the principal, contact Northwestern Victoria Region on 1300 338 691 or NWVR@education.vic.gov.au.

Approval and Review

Policy last reviewed	April 2026
Consultation	Principal Executive, School Council.
Approved by	School Council April 2026
Next scheduled review date	August 2028



Appendix 1

Whittlesea Secondary College: Student Child Safety Code of Conduct

Your Right to Feel Safe

At Whittlesea Secondary College, your safety matters.

You have the right to feel safe, respected and supported at the College, online, on camps, excursions, and at any College activity.

All adults at the College must act in ways that keep you safe.

This page and flyer explains what you can expect from adults and what to do if something doesn't feel right.

How Adults Should Treat You

All teachers, education support staff, coaches, volunteers, contractors and visitors must:

- Treat you with respect and fairness
- Listen to you and take your concerns seriously
- Help you feel safe, included, and supported
- Respect your culture, background, identity, ability, gender and sexuality
- Act professionally and keep clear boundaries
- Make sure interactions with students are open and visible, not secret
- Help you if you are feeling unsafe or worried about yourself or someone else

What Is NOT Okay

Adults at the College must not:

- Ignore you if you say you feel unsafe or uncomfortable
- Favour you over other students or make you feel singled out in a way that feels wrong
- Give you gifts or ask you to keep secrets
- Use sexual language or talk about sexual topics that are not part of learning
- Contact you privately online, by text, email or social media without a school-related reason
- Take photos or videos of you without permission and College approval
- Treat you badly because of who you are



- Make jokes, comments, or actions that make you feel uncomfortable

If something feels confusing, uncomfortable, or wrong, it is okay to speak up — even if you are not sure.

You Can Speak Up If:

- Someone hurts you
- Someone makes you feel uncomfortable
- You see or hear something that doesn't seem right
- You are worried about another student
- An adult or student breaks safety rules

You will not be in trouble for speaking up.

Who You Can Talk To:

You can talk to any adult you trust, including:

- A teacher
- A Wellbeing Team member
- A Head of House
- The Assistant Principal or Principal
- The School Counsellor

You can also ask a friend to go with you if that makes it easier.

What Happens When You Tell Someone?

- Adults must listen to you
- They must take action to help keep you safe
- They will only share your information with people who need to know to help you
- They will try to include you and explain what is happening, when possible

Your safety always comes first.



Remember

- You have the right to be safe
- You have the right to be heard
- It is never your fault if something unsafe happens
- It is okay to speak up — even if you are unsure

Need Help Now?

If you feel unsafe at the College, tell an adult as soon as possible.

If you are worried about safety outside of school hours, you can contact trusted services like the police, or ask a College staff member for help finding support.

Whittlesea Secondary College is committed to keeping every student safe, respected and supported.



Appendix 2



Whittlesea
SECONDARY COLLEGE

STUDENT CHILD SAFETY CODE OF CONDUCT

1



Your Right to Feel Safe:
You have the right to feel safe and respected.

2



Adults must treat you with **respect** and **listen** to you.

3



What is NOT okay:
Adults must not ignore you or make you feel uncomfortable.

4



You Can Speak Up if someone hurts you or makes you uncomfortable.

5



Who You Can Talk To:
Your teacher,
Wellbeing Team member,
Assistant Principal
or the Principal.

6



What Happens When You Tell Someone?
Adults will listen and help keep you safe.

7



Remember:
You have the right to be safe and heard. It's okay to speak up.

8



Need Help Now?
Tell an adult as soon as possible if you feel unsafe.

NEED SUPPORT?

Talk to any trusted adult at the College or contact any member of the Wellbeing Team



Whittlesea Secondary College is committed to keeping every student safe, respected and supported.