



Avalon College

CHILD SAFETY CODE OF CONDUCT

1. Purpose

Avalon College is committed to the highest standards of child safety and wellbeing. This **Child Safety Code of Conduct** outlines clear expectations for appropriate behaviour for all staff, volunteers and other adults engaging with students.

This Code aligns with:

- **Ministerial Order No. 1359**
- **Child Wellbeing and Safety Act 2005 (Vic)**
- **Avalon College Child Safety and Wellbeing Policy (AC-CSP-001)**

2. Scope

This Code applies to:

- All Avalon College employees, volunteers and contractors
- Boarding staff and supervisors
- Visitors and external providers who work with students

3. Acceptable Behaviour

All Avalon College staff and volunteers must:

- Treat students with respect and dignity at all times
- Act as positive role models and uphold professional boundaries
- Listen and respond to student concerns with sensitivity and care
- Follow mandatory reporting obligations if child abuse is suspected or disclosed
- Ensure that interactions with students are observable by others
- Maintain appropriate physical and online boundaries with students
- Promote a culturally safe environment for all students, including Aboriginal and culturally diverse children
- Communicate respectfully with all students and avoid any language, gestures or online conduct that may be perceived as grooming, coercive or exploitative
- Protect students from harm in both physical and digital environments, including reporting suspected online grooming, exploitation or harassment
- Follow all Avalon College policies on child safety, privacy and confidentiality

4. Unacceptable Behaviour

Staff, volunteers, and adults must not:

- Engage in physical punishment, abuse or discriminatory behaviour towards students
- Develop personal relationships with students that could be perceived as inappropriate
- Use inappropriate or offensive language in the presence of students
- Transport students in private vehicles without explicit approval from the Managing Director
- Contact students via social media, messaging apps, or personal phone numbers outside of school-related purposes
- Ignore or fail to report a child safety concern
- Consume alcohol or drugs while supervising students
- Use electronic communication (e.g., messaging apps or social media) to form inappropriate relationships with students or engage in grooming behaviour
- Ignore or fail to report any signs of grooming, abuse or online exploitation

5. Reporting Breaches of the Code

- All breaches of this Code must be reported immediately to the **Child Safety Officer** or **Managing Director**
- Breaches may result in disciplinary action, up to and including termination of employment or removal from volunteer service
- Where appropriate, breaches will be reported to external agencies, including **Victoria Police** or the **Commission for Children and Young People (CCYP)**
- If an immediate risk is present, contact **Victoria Police (000)**
- Reports will be investigated in line with the **Avalon College Child Safety and Wellbeing Policy (AC-CSP-001)**

6. Compliance & Consequences

- All staff and volunteers must sign a declaration confirming they have read and understood this Code
- Violations of this Code may result in disciplinary action, including termination or legal consequences
- All individuals subject to this Code are required to participate in **annual child safety training** and sign the **Avalon College Child Safety Code of Conduct Declaration Form**
- Training includes obligations under **Ministerial Order No. 1359** and reference to the **Child Safety & Wellbeing Policy (AC-CSP-001)**

7. Communication & Accessibility

This Code is made available through:

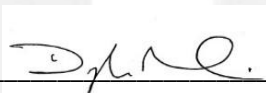
- Avalon College staff handbook
- Staff induction and volunteer orientation
- Student and parent handbooks
- Avalon College website
- Child safety posters in key school locations
- Annual refresher training

8. Policy Review

This Code of Conduct is reviewed **annually** or following any child safety-related incidents.

Approved by: Avalon College Managing Director

Signature:



Date: 27 March 2025

Document Reference: AC-CSP-002

Version: 1.0

Effective Date: 27 March 2025

Next Review Date: 27 March 2026

Approved By: Avalon College Managing Director