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** sets 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)**, and **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.

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- **Protect students from harm** in physical and digital environments, including reporting suspected online grooming, exploitation, or harassment.
- Follow **Avalon College policies on child safety, privacy, and confidentiality**.

4. Unacceptable Behaviour

Staff, volunteers, and adults must not:

- Engage in **physical punishment, abusive, or discriminatory behaviour** toward 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 purposes.
- Ignore or fail to report a **child safety concern**.
- Consume **alcohol or drugs while supervising students**.
- Using **electronic communication** (e.g., messaging apps or social media) to form inappropriate relationships with students or engage in grooming behaviour.
- **Ignoring or failing 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 of this Code 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, **Victoria Police (000)** must be contacted.
- Reports will be investigated following **Avalon College Child Safety and Wellbeing Policy (AC-CSP-001)**.

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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 to 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 provided via:

- 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 after any child safety-related incidents.

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