



# Tanglin Gippsland Staff Code of Conduct

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| Prepared By    | Approved By                                 | Reviewed & Revised | Reviewed By | Next Review    |
|----------------|---------------------------------------------|--------------------|-------------|----------------|
| Head of Campus | Tanglin Australia Board –<br>September 2024 |                    |             | September 2026 |

# 1 Code of Conduct

- 1.1 This Code of Conduct outlines appropriate standards of behaviour for all adults towards students at Tanglin Gippsland.
- 1.2 The Code serves to protect students, reduce opportunities for abuse or harm to occur, and promote child safety in the school environment. It provides guidance regarding how to best support students and how to avoid or better manage difficult situations. Where a staff member breaches the Code, Tanglin may take disciplinary action, including summary dismissal in the case of serious breaches. This Code is revised annually.
- 1.3 Tanglin has the following expectations in relation to behaviours and boundaries for all adults interacting with students within our campus community.
- 1.4 “Leadership Team” consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.

DO:

- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive about student safety and child protection issues.
- Provide age-appropriate supervision for students.
- Comply with guidelines published by the campus regarding child protection.
- Ensure, 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.
- Treat all students with respect.
- Promote the safety, participation and empowerment of students with a disability.
- Recognise that students come from a diverse range of cultural contexts and seek to work collaboratively with students and their families within those contexts.
- Pay particular attention to the cultural safety, participation and needs 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, transgender and intersex (LGBTIQ+) students.
- Use positive and affirming language towards students.
- Encourage students to ‘have a say’ and listen to them with respect.
- Listen and respond to the views and concerns of students, particularly if they are telling you that they or another student have been abused or that they are worried about their safety or the safety of another student.
- 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 concerns about child safety to one of our nominated Child Protection Officers and ensure that all legal obligations to report allegations externally are met.
- Ensure as quickly as possible, where an allegation of child abuse is made, 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 an identifiable ‘need to know’.
- Take an active interest and respond to any scenario where a student might be unsafe. This is everyone’s responsibility.

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- Report any breaches of this Child Safety Code of Conduct to a Child Protection Officer (or a member of the Leadership Team) without delay.

**DO NOT:**

- Do not engage in any form of inappropriate behaviour towards students or allow students to be exposed to such behaviours.
- Do not display behaviours or engage with students in ways that are not justified by the educational or professional context.
- Do not ignore an adult’s overly familiar or inappropriate behaviour towards a student.
- Do not use prejudice, oppressive behaviour or inappropriate language with students.
- Do not unlawfully discriminate against any student.
- Do not engage in open discussions of an adult nature in the presence of students.
- Do not engage in any form of sexual conduct with a student, or a student who has graduated from Tanglin within the past two years, including making sexually suggestive comments and sharing sexually suggestive material.
- Do not engage in inappropriate or unnecessary physical conduct or behaviours, including doing things of a personal nature that a student can do for themselves (e.g. toileting, changing clothes).
- Do not engage in any form of physical violence towards a student, including inappropriately rough physical play.
- Do not use physical means or corporal punishment to discipline a student.
- Do not engage in any form of behaviour that has the potential to cause serious emotional or psychological harm to a student.
- Do not develop ‘special’ relationships with students that could be seen as favouritism (e.g., offering gifts or special treatment to specific students) or could amount to grooming behaviour.
- Do not engage in undisclosed private meetings with a student that is not your own child.
- Do not engage in inappropriate personal communications with a student through any medium, including online contact or interactions
- Do not communicate directly with a student through personal or private means (including by social media, email, instant messaging, texting etc)
- Do not publish any information about a student that may identify them, unless in accordance with Tanglin’s Privacy Policy.
- Do not ignore or disregard any concerns, suspicions or disclosure of child abuse.
- Do not consume an excessive amount of alcohol at Tanglin sanctioned events, in view of students when on campus or outside of private on-campus residences.
- Do not take illicit drugs under any circumstance on the campus or during any school sanctioned event or trip.

Staff members, volunteers and contractors are required to affirm the following in Tanglin’s online induction and training platform:

*“I have read the Staff Code of Conduct and agree to abide by its terms.”*

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