



Mosman Preparatory School

Child Safe Program

Code of Conduct Policy and Procedures

Introduction

With Christian faith as our foundation, we focus on developing and strengthening positive relationships, honourable character, pursuit of excellence and commitment to contribute to the lives of others. This creates a sense of belonging and self-identity that lays the foundations for academic, physical, social, emotional, and spiritual development

Our School values and faith foundations are a lighthouse for our relationships and learning. COMPASSION - EXCELLENCE - RESPECT - COURAGE - INTEGRITY

Headmaster and Executive Team has approved the Code of Conduct.

Statement of Commitment to Child Safety

All children and young people who come to Mosman Preparatory School have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and can actively participate in decisions that affect their lives.

We have zero tolerance for abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The School regards its child safety responsibilities with the utmost importance and as such, is committed to providing the necessary resources to maintain a child safe culture and ensure compliance with all relevant child safe organisation and child protection laws and regulations.

Each member of the School community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

Purpose and Objectives

This Policy and its Procedures outline:

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

It helps to protect students from harm, reduce opportunities for abuse or other harm to occur, and promote child safety in the School 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](#) that provides detailed guidance for Staff, Volunteers and Contractors, no matter their age, on how to maintain professional boundaries with students.

Scope

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

- the Headmaster
- a Executive Team member
- a School Council 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 School

- a Visitor (including a parent/carer or other adult family member of a student who is at the School or attending a School event)

this Policy and its Procedures apply to you.

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

The Code of Conduct applies in all School environments, including physical and online environments, and on-site and off-site School grounds (e.g. camps and excursions, and interstate and overseas travel).

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

Policy

The Code of Conduct

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

DO:

- Comply with the School's child safety policies and procedures.
- In relationships with students, maintain professional boundaries that apply to your roles and responsibilities at the School at all times (for example, if you are a staff member, Volunteer or Contractor, you must follow the **Staff and Student Professional Boundaries Policy**).
- Comply with any additional guidelines published by the School 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, 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 Headmaster or a Child Protection Officer, and meet any additional legal obligations to report abuse or other harm externally.
- Report any breaches of this Code of Conduct to the Headmaster or a Child Protection Officer.

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, hate speech, 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 Mosman Prep Staff Code of Conduct and Behaviour 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**).
- 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 School'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**).
- 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**).
- Take or publish (including online) photos, video and/or audio recordings of a student without School and/or parent/carer consent.
- When a parent volunteer is assisting with learning activities, for example when volunteering at the Terrey Hills Outdoor campus or on excursions, DO NOT take photos. The class teacher will take photos of learning experiences, as appropraue.
- Post identifying information about a student online unless it is necessary for the School'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 School Community (for example, staff members working as psychologists at the School) 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 Code of Conduct in a particular matter, you **must** follow the **Procedures** below.

Agreement to the 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 Code of Conduct prior to commencing work at School.

2. The Code of Conduct forms part of the contract between the School 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 Code of Conduct on signing the contract or on commencing work at the School.

3. If you are a parent/carer, the School provides you with a copy of the Code of Conduct on enrolment, and you **must** acknowledge in writing or electronically/online that you have read, understood and agree to adhere to it.

Breaches of the Code of Conduct

1. The School considers any breach of the 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 Code of Conduct internally to the School, following the **Procedures** set out below
- report any breach that meets the threshold for external reporting to the relevant external authority, following the Reporting Obligations and Complaints Management (Child Safety) Policy and Procedures.

2. If, in good faith, you make an internal report alleging a breach of the Code of Conduct, the School will protect you from victimisation or other adverse consequences.

3. The School will apply appropriate consequences to School Community members who breach the Code of Conduct, as set out in **Breaches** below.

Procedures

Agreement to Adhere to the Code of Conduct

Parent volunteers complete and sign a Personal Information Form and Declaration. Training is also offered for parent volunteers.

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 Code of Conduct in a particular matter, you **must**:

- seek advice from your professional or occupational regulatory body and/or a Child Protection Officer; and
- advise the Headmaster 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 DCJ if they have reasonable grounds to suspect that a child or young person (aged under 18), or a class of children or young persons, is at risk of significant harm (Non-Mandatory Reports).

You can make a Non-Mandatory Report by calling the Child Protection Helpline on 132 111 or 1800 212 936 (24 hours a day, seven days a week).

Staff, Volunteers and Contractors

If you are a staff member, Volunteer or Contractor and you witness or suspect a breach of the Code of Conduct, report this to a Child Protection Officer or the Headmaster as soon as possible.

If the breach involves the Headmaster, report this to the Business Manager/Child Protection Officer by 9968 4044 lcampbell@mosmanprep.nsw.edu.au.

A breach of the 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 DCJ
- reporting to the Police
- reporting Reportable Conduct to the Office of the Children's Guardian
- 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 NESA

- providing information to other external agencies.

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

Students

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

- disclose this to a School Child Protection Officer
- 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)
- contact Bravehearts **1800 272 831**.

For more information, students can refer to the child-friendly version of the [Reporting Obligations and Complaints Management \(Child Safety\) Policy and Procedures](#), available [Child-friendly Edition of our Child Protection Policy](#), which explains these different pathways.

Parents/carers, family members or other School Community members

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

- the School's Child Protection Officer, Liza Campbell, by phoning 9968 4044 or emailing lcampbell@mosmanprep.nsw.edu.au
- the Headmaster (or if the concern relates to the Headmaster, the Business Manager/Child Protection Officer by 9968 4044 lcampbell@mosmanprep.nsw.edu.au).

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

The Code of Conduct and Reportable Conduct

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

These kinds of breaches can be dealt with at the School level and the School does not need to report them to the Office of the Children’s Guardian.

For more information, refer to [Reporting Obligations and Complaints Management \(Child Safety\) Policy and Procedures](#) or, for further guidance, to the [Reportable Conduct Policies and Procedures](#).

Implementation

The Code of Conduct is published on our public website.

The Code of Conduct is made available to employed staff members through the School’s Intranet. The School provides a copy of the Code of Conduct to all Staff, relevant Volunteers and relevant Contractors at their induction, or otherwise prior to them commencing work at the School.

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

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

The School also communicates the Code of Conduct to staff members and other members of the School Community through

- Completion of online modules
- Regular face-to-face training

The School has developed, in consultation with its students, [Student Code of Conduct](#), a child-friendly version of the Code of Conduct that the School provides to all students.

Breaches

If you are a staff member, Volunteer or Contractor and you breach this Policy and its Procedures, the School 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 School Community and you breach the Code of Conduct, the School will take appropriate action. This could include:

- making a report to DCJ or the Police if your conduct meets the required threshold for reporting
- the Headmaster directing you to leave School premises, and, if necessary, prohibiting you from re-entering the School premises in appropriate cases.

Definitions

Definitions of particular terms used in this Policy and its Procedures can be found in **Child Safety Program Definitions** and **Definitions and Key Indicators of Abuse and Other Harm**.

Source of Obligation

- Education Act 1990 (NSW)
- Children's Guardian Act 2019 (NSW)
- NSW Child Safe Standards, Standard 1

Related Policies and Procedures

- [Child Safe Policy](#)
- [Staff and Student Professional Boundaries Policy](#)
- [Student Child Safety Code of Conduct](#)
- [Reporting Obligations and Complaints Management \(Child Safety\) Policy and Procedures](#)
- [Reportable Conduct Policies and Procedures](#)
- [Working with Children Checks Policy and Procedures](#)
- [Risk Management \(Child Safety\) Policy and Procedures](#)
- [Compliance, Review and Improvement \(Child Safety\) Policies and Procedures](#)

Related Forms and Documents

- Complaints Handling Policy and Procedures
- Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct (Summary)
- Procedures for Managing Child Safety Incidents or Concerns Involving the School or its Staff Members (Summary)
- child-friendly version of the School's Child Safe Policy **Code of Conduct**

References

- NSW Education Standards Authority, [Registration Manuals](#)

Policy History and Schedule

Reviewed: 2023; 2024.

Updated July 2025; Dec 2025

Updated February 2026 to reflect hate speech legislation