

SAFEGUARDING CODE OF CONDUCT

1. PURPOSE

- 1.1 The purpose of the Ormiston College Safeguarding Code of Conduct (the Code) is to set clear behavioural expectations that guide professional conduct, so that every interaction with children and young people in the College's environments is safe, respectful and consistent with the College's commitment to being a child safe organisation.
- 1.2 Compliance with this Code is mandatory for anyone covered by its scope. Breaches will be addressed promptly and may result in disciplinary action, up to and including termination, and legal reporting where required.
- 1.3 This Code must be read in conjunction with the Ormiston College Staff Code of Conduct, the Child Safety and Wellbeing Policy, the Reporting Concerns of Harms and Abuse Policy and relevant professional standards, including but not limited to the Queensland College of Teachers' Code of Ethics and Professional Boundaries Guidelines.
- 1.4 This Code supports Ormiston College's compliance with the Child Safe Organisations Act 2024 (Qld) and the Queensland Child Safe Standards, including the Universal Principle for Cultural Safety.

2. SCOPE

- 2.1 The Code applies to anyone who is employed by, or works at the College, including employees (permanent, temporary and casual), volunteers, board members, external contractors and others acting on behalf of the College or working within the College physical and online environments.
- 2.2 The Code relates to all children and young people who are current students at Ormiston College, and to former students where a professional-child relationship once existed and remains subject to the influence of the power imbalance and trust inherent in that relationship.
- 2.3 The Code applies at all times, including outside of standard working hours where interactions with children and young people may occur or be reasonably anticipated and if there is a relationship between conduct and relevant professional standards and responsibilities.
- 2.4 The Code applies in all physical and online environments and in all activities or contexts where interactions with children and young people may occur or be reasonably anticipated.

3. CULTURAL SAFETY, DIVERSITY & INCLUSION

- 3.1 Universal Principle - Ormiston College is committed to providing culturally safe environments for Aboriginal and Torres Strait Islander children and young people. Cultural safety means that children feel respected, valued, and safe in expressing their identity, culture, family and community connections. All persons covered by this Code must act in ways that respect and support the cultural rights of Aboriginal and Torres Strait Islander children.

- 3.2 Ormiston College is committed to providing a safe, inclusive and culturally responsive environment where every child's dignity, rights and individual needs are upheld. The College actively recognises and supports the diverse backgrounds, identities and circumstances of all children, ensuring that their unique needs are understood, respected and appropriately met.

4. CHILD SAFETY and DUTY OF CARE

4.1 Acceptable Conduct

- a) Prioritise the safety and wellbeing of children and young people.
- b) Act in the best interest of children and young people.
- c) Be proactive in protecting children and young people from harm.
- d) Report any concerns about harm, abuse or breaches of this Code immediately and in accordance with relevant legal and policy requirements.
- e) Follow Ormiston College reporting processes and comply with all mandatory reporting obligations to external authorities.
- f) Provide effective supervision by anticipating and mitigating reasonably foreseeable risks and remaining active, vigilant, mobile, and punctual.
- g) Wear the College assigned ID card or visitors badge and Blue Card (if non-teaching or applicable) so that it is always visible to workers, children and young people
- h) Supervise amenities designated for use by students only as assigned and in accordance with school procedures. e.g. announce the intention to enter.

4.2 Unacceptable Conduct

- a) Do not engage in any form of abuse, neglect or exploitation (physical, emotional, sexual, or otherwise).
- b) Do not delay, ignore, or attempt to conceal any child safety concern or breach of this Code.
- c) Do not ignore warning signs of a child or young person in distress or at risk, and do not delay action by waiting for "proof" of concerns.
- d) Do not interfere with or attempt to conduct any investigation after a report has been made.
- e) Do not retaliate against or allow retaliation toward anyone who reports a concern.
- f) Do not ignore risk assessments or fail to implement identified safety controls.
- g) Do not drive a child or young person alone unless in genuine emergency situations in which school approved safeguarding protocols must be followed, including prior approval and documentation.
- h) Do not permit children and young people to use facilities and/or spaces designated for use by employees (for example, employee toilet and/or change facilities).
- i) Do not supply children and young people with alcohol, drugs or smoking products or encourage or condone the consumption of these products by children and young people, including students over the age of 18.

5. PROFESSIONAL BOUNDARIES and RELATIONSHIPS

5.1 Acceptable Conduct

- a) Maintain clear professional boundaries by adhering strictly to the responsibilities and expectations of the designated role, ensuring interactions with children and young people reflect the status of a trusted adult rather than that of a peer or friend.

- b) Hold one-on-one meetings in open or visible areas and notify colleagues or supervisors of such meetings as needed.
- c) Treat all children and young people fairly and consistently.
- d) Declare any prior personal connection to a child or young person, such as being a family friend, to the Headmaster.
- e) Declare to the Headmaster any potential conflicts of interest with personal connections that arise on an ad-hoc basis, including but not limited to situations that involve any social activities (e.g. Birthdays, Sleepovers)
- f) Demonstrate caution in social interactions with parents on unrelated school matters and maintain the line between professional and personal contexts

5.2 Unacceptable Conduct

- a) Do not develop personal relationships with children and young people through interactions that blur the line between professional and personal contexts (e.g. meeting socially outside of school, exchanging personal gifts or favours).
- b) Do not use sexual, suggestive or excessively personal language with children and young persons, including jokes or comments that are inappropriately intimate or could be misinterpreted.
- c) Do not show favouritism or give individual children and young people special treatment that is not warranted.
- d) Do not be alone with a child or young person in a secluded or unobserved situation.
- e) Do not visit children and young people at home unless authorised by a supervisor and when there is a clear, documented educational or welfare reason for the visit, with appropriate consent from a parent or guardian and all necessary precautions taken to maintain professional boundaries.

6. COMMUNICATION and DIGITAL CONDUCT

6.1 Acceptable Conduct

- a) Contact children and young persons solely via school-provided channels, limiting discussions to relevant educational issues.
- b) Use respectful, clear, professional and age-appropriate language when talking or writing to children and young people.
- c) Use technology in line with school-approved policy and guidelines.
- d) Report any online activities that are concerning or may reasonably be perceived by others to be concerning.
- e) Disclose to a supervisor any attempts by children and young people to interact via social media channels.
- f) Protect the personal and sensitive information the College has collected on children and young people and their parents.

6.2 Unacceptable Conduct

- a) Do not use personal communication channels to interact with children and young people.
- b) Do not send friend requests, likes, follows or messages to children and young people from personal social media accounts.
- c) Do not use personal devices to take photos, videos or recordings of children and young people unless authorised.

- d) Do not show or send children and young people any material that is pornographic, violent, extremist or otherwise unsuitable, nor any personal content.
- e) Do not access the personal and sensitive information of a child or young person if it is not within the scope of your role. For example: accessing student academic records for students not under your tutelage.

7. PHYSICAL CONTACT and PERSONAL CONDUCT

7.1 Acceptable Conduct

- a) Limit physical contact with children and young people to situations that are clearly justified for educational, supervisory, safety or care purposes.
- b) Ensure all physical contact upholds the dignity, safety and wellbeing of the child or young person as well as respect to cultural safety.
- c) Explain actions to the child or young person and seek consent where possible before any physical contact.
- d) Ensure physical contact is appropriate, non-intrusive and respectful, avoiding any behaviour that could be perceived as threatening or harmful.
- e) Comfort a distressed child or young person in manners appropriate for the situation, for example, by a pat on the arm or shoulder.
- f) Apply restrictive physical intervention only to prevent immediate harm, using the minimum force necessary, ceasing as soon as the risk has passed, and reporting the incident immediately.

7.2 Unacceptable Conduct

- a) Do not initiate unnecessary physical contact or any contact that could reasonably be perceived as sexual, intimate or intrusive (e.g. hugging, kissing, tickling, stroking hair, giving massages or touching areas of the body that are private).
- b) Do not perform personal tasks for children and young persons that they can reasonably do themselves (e.g. helping with toileting or changing clothes).
- c) Do not use corporal punishment or any action that belittles, humiliates, threatens or causes emotional or psychological harm.
- d) Do not use physical force or restrictive practices to direct, move or control a child or young person, except as a last resort to prevent immediate harm.
- e) Do not deny children and young persons reasonable access to basic needs such as food, water or toilet facilities.

8. RESPECTFUL BEHAVIOUR and INCLUSION

8.1 Acceptable Conduct

- a) Treat every child and young person with respect and courtesy.
- b) Respect diversity, including cultural backgrounds, languages, abilities and identities.
- c) Model kindness and fairness by listening to children and young people and managing conflicts with consistency.
- d) Communicate and record information in a manner that is professional, respectful and consistent with Ormiston College values, whether spoken or written, in public or in confidence.

8.2 Unacceptable Conduct

- a) Do not use inappropriate discipline such as corporal punishment, intimidation or humiliation.

- b) Do not use derogatory, offensive or belittling language towards or in earshot of children and young people.
- c) Do not make verbal or written comments about students or families that are judgmental, disparaging or unprofessional, including internal notes or discussions intended to remain confidential.
- d) Do not tolerate or engage in bullying, harassment or exclusion of any child and young person.
- e) Do not discriminate or make decisions based on personal characteristics such as race, religion, gender, sexual orientation or disability.

9. INTEGRITY and PROFESSIONAL CONDUCT

9.1 Acceptable Conduct

- a) Act with integrity, honesty and transparency in all professional dealings and comply with all relevant policies, procedures and legal obligations.
- b) Model positive behaviour by demonstrating fairness, self-control and respect for rules in all interactions.
- c) Manage your own health and wellbeing proactively and notify a supervisor if you are unwell or unable to perform your duties safely.
- d) Declare gifts and donations from families and children and young persons as per approved policy.
- e) Support a culture of safety, inclusivity and wellbeing by treating all parties with dignity.

9.2 Unacceptable Conduct

- a) Do not consume alcohol or drugs or be impaired while at work or when responsible for children and young people. Follow the related College policy.
- b) Do not misuse your position for personal gain or accept bribes, gifts or favours outside approved policy.
- c) Do not breach confidentiality or share sensitive information about children and young persons or families with unauthorised persons.
- d) Do not fail to declare gifts or donations as required by approved policy.

10. TRAINING AND AWARENESS

- 10.1 All persons covered by this Code are required to complete child safeguarding induction prior to commencing duties and to participate in regular refresher training to maintain awareness of child safety obligations and best practice. This Code is binding and compliance is mandatory.

11. REPORTABLE CONDUCT SCHEME

- 11.1 Ormiston College is a reporting entity under the Child Safe Organisations Act 2024 (Qld). Certain allegations, suspected misconduct, or convictions involving harm to a child by a worker must be reported to the Headmaster and may require notification to the Queensland Family and Child Commission (QFCC). All workers are bound by their mandatory reporting obligations.

12. DEFINITIONS

- 12.1 **Child and Young Person** – any individual under 18 years of age who is enrolled at the College or participates in, visits, or is otherwise involved in College programs, activities or environments.
- 12.2 **Worker, Staff, Volunteer, Contractor**, - *A worker of a child safe entity or reporting entity who is an individual who performs work of any kind for the entity as prescribed in [s8 of the Child Safe Organisations Act 2024](#), (these terms are used interchangeably throughout this code)*

13. CONTEXT AND REFERENCES

13.1 Legislation requirements:

Child Safe Organisations Act 2024

Child Protection Act (1999) (Qld)

Education and Care Services National Regulations

Education (General Provisions Act) 2006 (Qld)

Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)

Education (Queensland College of Teachers) Act 2005 (Qld)

Working with Children (Risk Management and Screening) Act 2000 (Qld)

The Criminal Code Act 1899 (Qld)

13.2 Compliance and standards

Guidelines for implementing the Child Safe Standards in Queensland (QFCC)

14. ORMISTON COLLEGE REFERENCED DOCUMENTS

Reporting Concerns of Harm and Abuse Policy

Statement of Commitment to Child Safety and Wellbeing

Blue Card (Working with Children) Policy

Staff Code of Conduct Policy

Acceptable Use of ICT Policy

Complaints Handling Policy

15. REVIEW AND VERSION CONTROL REGISTER

Version	Policy Document Approver	Approval Date	Change history / Superseded Documents	Next Review Date
v010426	Ormiston College Governing Body	15 April 2026	New Policy	April 2027