



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 85990500 and ask to speak to your child's Head of Year or Year Level Leader who can arrange an interpreter.

1. Purpose & Rationale

Sandringham College is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development

2. Policy Goals

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Sandringham College staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

3. Implementation

The Principal and school leaders of Sandringham College will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Sandringham College will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

3.1. Acceptable behaviours

As Sandringham College staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Sandringham College commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy.
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities

- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment 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, trans and gender diverse, intersex, queer, questioning and asexual (LGBTIQA+) students
- ensuring, 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.
- reporting any allegations of child abuse or other child safety concerns to the College Principal, Campus Principal or an Assistant Principal. In their absence to any member of the College Leadership team or to the South Eastern Regional Office of the Department of Education and Training.
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures and the [PROTECT Four Critical Actions](#)
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

3.2. Unacceptable behaviours

As Sandringham College staff, volunteers, contractors and member of our school community involved in child-connected work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment, or when on excursions, camps or other school activities, except in accordance with the Photographing, Filming and Recording Students policy or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment, or when on excursions, camps or other school activities at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

4. Breaches to the Child Safety Code of Conduct

All Sandringham College staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training. Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Sandringham College Child Safety Code of Conduct must be reported to the College Principal or relevant Campus Principal or Child Safe Officer on 85990500.

College Principal: Amy Porter

Campus Principal 7-8: Cody Gunn

Campus Principal 9-12: Vivienne McElwee

Child Safe Officer/Assistant Principal for Wellbeing and Inclusion: Michelle Lynch

To report any allegations or concerns of abuse including grooming by a principal, please contact:

- Department of Education
 - Anyone can contact the Department of Education.
 - Email: enquiries@education.vic.gov.au
 - Phone: 1800 338 663

For more information see: [Report abuse if you're a current student](#)

5. Policy Review and Approval

Policy Number	SC-OP-08	Last Approval Date	December 2025
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	College Principal	Next Review Date	December 2027
Review Frequency	Document Availability	Policy Delivery	
☐ 1 Year ☒ 2 Years ☐ 3 Years ☐ As Required ☐ n/a	☒ College Website ☐ Student Compass ☒ Parent Compass ☒ Staff Compass ☒ Staff Information Drive ☒ Enrolment Pack ☒ Staff Induction Materials	☒ Annual Staff Meeting ☐ Annual Parent Meeting ☐ Annual Student Meeting ☐ Annual School Assembly ☒ Staff Handbook/Manual ☒ College Newsletter ☐ Staff DL	

