



Help for non-English speakers

If you need help to understand this policy, please contact reception on 9826 0711 or at mhs@mhs.vic.edu.au.

Purpose

At Melbourne High School, the safety and wellbeing of our students is our highest priority. Our Child Safety Code of Conduct outlines the standards of behaviour we expect from all adults when working with or around children and young people in our school community. All staff, volunteers, contractors, service providers, school council members, and anyone else involved in child-connected work must follow the Child safety Code of Conduct.

The Code applies across all settings: in-person and online, during and outside of school hours, and at any location where school activities take place, such as camps and excursions. Grounded in our core values of *integrity, respect, courage, and compassion*, the Code helps ensure that every student at Melbourne High School feels safe, supported, and valued.

Acceptable behaviours

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

- upholding our commitment to child safety at all times and adhering to our Child Safety 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 (LGBTIQ+) 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 school's leadership and Child Safety Officer and Student Wellbeing team
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our Child Safety Responding and Reporting Policy and procedures (available at www.mhs.vic.edu.au) 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.

Unacceptable behaviours

As Melbourne High School staff, volunteers, contractors, and any other members 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 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 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, or in accordance with the Melbourne High School Communication Guidelines.

Breaches of the Child Safety Code of Conduct

All Melbourne High School staff, volunteers, contractors, and any other members 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 Melbourne High School Child Safety Code of Conduct must be reported to the principal and Student Wellbeing Coordinator.

If the breach or suspected breach relates to the principal, contact the DET regional office via email: sevr@education.vic.gov.au or phone: 1300 338 738.

Approval and review

Created date	August 2025
Consultation	Consultation on this policy is mandatory. Consultation with School Council August 2025.
Endorsed by	School Council (when it is done)
Endorsed on	TBC
Next review date	August 2027