



## SEISA Code of Conduct

### Purpose

The South Eastern Independent Schools Association (SEISA) is a child safe organisation that aligns its practices with the 11 Child Safe Standards. The SEISA Code of Conduct sets out the expected behaviour of adults with children and young people in our association.

All SEISA staff, volunteers, contractors, service providers, and any other adult involved in child-connected work must follow the SEISA Code of Conduct.

The SEISA 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).

### Acceptable behaviours

As SEISA 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 SEISA commitment to child safety at all times and adhering to our Child Safe Policy.
- treating students and families in our community with respect in our member school environments and outside our member school environments 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, transgender, and intersex (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 designated Child Safety Officer.
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

### Unacceptable behaviours

Unacceptable behaviours are behaviours that cause or have the potential to cause harm to students in our care. As SEISA staff, volunteers, contractors, and 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 social media and photography policy or where required for duty of care purposes.
- consume alcohol against school policy or take illicit drugs in the school environment or at SEISA 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.

## Breaches to the SEISA Code of Conduct

All SEISA staff, volunteers, contractors, and any other member of the school community involved in child-connected work who breach the SEISA 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 of their member school.

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 or Commission for Child Youth Protection (CCYP).

All breaches and suspected breaches of the SEISA Code of Conduct must be reported to the SEISA Chair.

If the breach or suspected breach relates to the SEISA Chair, breaches or suspected breaches must be reported to the SEISA Deputy Chair.

The SEISA Chair and Deputy Chair can be found in on the SEISA Website: [About SEISA – SEISA](#)

## Policy status and review

The SEISA Executive is responsible for reviewing and updating this policy at least every two years.

### Approval

<b>Created date</b>	11/9/2024
<b>Endorsed by</b>	SEISA Executive
<b>Endorsed on</b>	12/09/2024
<b>Next review date</b>	12/09/2026