



### 1 RATIONALE

The Islamic College of Melbourne is committed to providing a child safe environment and maintaining professional standards of conduct.

This Code of Conduct supports compliance with:

- Ministerial Order 1359 (2022)
- Victorian Child Safe Standards
- Child Wellbeing and Safety Act 2005 (Vic)

All staff, volunteers, contractors and visitors must comply with this Code at all times.

### 2 PURPOSE

To clearly define acceptable and unacceptable behaviours when interacting with children to:

- prevent harm
- prevent grooming
- protect students and staff
- support professional boundaries
- ensure child safe culture

### 3 INTRODUCTION

This code of conduct outlines the expected standards for appropriate behaviour with and in the company of children including online conduct.

A child safety code of conduct is intended to promote child safety in the school environment and raise awareness, to outline professional boundaries and acceptable and unacceptable adult/child relationships and behaviour. It should be unambiguous, widely disseminated and supported by supervision, professional development and training. A child safety code of conduct helps schools, staff and volunteers to raise behavioural issues. It provides a reference point for discussion when there may otherwise be confusion, uncertainty, or a lack of confidence about boundaries for appropriate behaviour with children.



This code of conduct is consistent with the college's child safety strategies, policies and procedures. It has been developed in consideration of the diversity of the students enrolled at the college, including children with a disability, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds and vulnerable children. In considering this diversity children must always be protected from harm.

The College uses this code of conduct:

- As part of induction training for new staff and volunteers.
- As part of refresher training for existing staff and volunteers.
- To inform parents/carers and other persons associated with the college what behaviour they can expect from the college's staff and volunteers.
- To support and inform college protocols and reporting procedures should breaches of the code be suspected or identified.

Employment advertisements and contracts should include reference to this code of conduct.

The code of conduct applied to:

- All staff members, including non-teaching staff and temporary or casual staff
- Volunteers
- Students
- Parents/carers
- Third party contractors
- External education providers
- College Board members
- Teaching students on placement at the College
- visitors

## 4 ACCEPTABLE BEHAVIORS

All staff, volunteers and board members of the College are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of the College are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- Adhering to the College's Child Safety Policy and Statement of Commitment at all times and upholding the College's statement of commitment to child safety.



- Taking all reasonable steps to protect children from abuse.
- Treating students, families and staff with respect in our College environment and outside of the College environment as part of normal social and community activities.
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another student.
- Actively support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children in accordance with the College's Child Safety Policy and Statement of Commitment.
- Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example by having a zero tolerance towards discrimination).
- Ensure, 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 on in line of sight of another adult.
- Physical contact with a child must be appropriate to the professional context, necessary for the child's safety, wellbeing, learning or care, and not of a sexual or intimate nature. Physical contact must not be secretive and must be able to be justified and explained.
- Promoting the safety, participation and empowerment of children with a disability (for example during personal care activities).
- Ensuring as far as practicable that adults are not left alone with a child.
- All communication must occur through College-approved systems.
- Online behaviour must remain professional and related to learning or wellbeing support.
- During camps/excursions, staff must maintain supervision and follow professional boundaries.
- Reporting any and all allegations of child abuse to the College's Child Safety Officers and ensure any allegation are to be reported to the police or child protection.
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958.
- Reporting any child safety concerns to the College's Child Safety Officers.
- If an allegation of child abuse is made ensure as quickly as possible that the child(ren) are safe.
- Encouraging children to 'have a say' and participate in all relevant college activities where possible, especially on issues that are important to them.
- Reporting to the Victorian Institute of Teaching any charges, committals for trial or



convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.

## 5 UNACCEPTABLE BEHAVIOURS

Staff and volunteers, contractors and members of our College community involved in child connected work must not:

- Develop any 'special' relationships with children that could be seen as favouritism or amount to grooming behaviour (for example the offering of gifts or special treatment of specific children).
- 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.
- Exhibit behaviours with children which may be construed as unnecessarily physical.
- Put children at risk of abuse (for example by locking doors).
- Do things of a personal nature that a child can do for themselves such as using the bathroom or changing clothes.
- Engage in open discussions of a mature or adult nature in the presence of children (for example personal social activities).
- Use inappropriate language in the presence of children.
- Express personal views on cultures, race or sexuality in the presence of children.
- Discriminate against any child, including because of culture, race, ethnicity or disability.
- Have contact with a child or their family outside of the college without our child safety officer's knowledge and/or consent for example babysitting, play dates, etc. Accidental contact, such as seeing people in the street is obviously accepted.
- Have any online contact with a child or their family (unless necessary for example providing families with newsletters or communicating with students through the college email system to assist students with work).
- Ignore or disregard any suspected or disclosed child abuse.
- Use any personal communication channels/devices such as a personal email account.
- Exchange personal contact details such as phone numbers, social network usernames or email.
- Photograph or video a child without the consent of a parent or guardian.
- Work with children whilst under the influence of alcohol or illegal drugs.
- Consume alcohol or drugs at the college or at college events in the presence of children.



- Transport students in private vehicles unless:
  1. approved by the Principal
  2. documented
  3. compliant with excursion/camp policy
  4. parental consent is obtained
- Give gifts to students without leadership approval
- Request gifts from students
- Provide special privileges that create secrecy or dependency
- Communicate, endorse, or promote, via words or conduct, including digitally via social media, ideas which are contrary to the normative Islamic position of the College.

To avoid any doubt, here is the College stance on several moral issues:

1. Sexual Orientation and Extra-marital relationships: The only lawful sexual relations in Islam are between a male husband and female wife.
2. Gender Identity: Islam clearly defines that there are only two genders - male and female. In Islam, males and females are defined by their anatomy, and not necessarily physical appearance and/or emotions. Thus, a male may dress as a female or self-identify as a female, but they are still male. In the College's context, this means that students and staff with male anatomy must wear male college uniform, use male bathrooms, Wudu area and prayer area, play for male sporting teams, etc.

The College is committed to ensuring that all students are treated with dignity, respect and safety at all times. Nothing in this Code permits conduct that causes harm, humiliation, exclusion or psychological injury to a student.

The College reserves the right to commence disciplinary action should staff not comply with any of the expectations set out above. Disciplinary action may include termination of employment.

## 6 PRIVACY AND CONFIDENTIALITY

Information relating to child safety may be shared lawfully under the Child Information Sharing Scheme (CISS) and Family Violence Information Sharing Scheme (FVISS) in accordance with the College's Information Sharing Procedure (CISS/FVISS).

Adults must:

- maintain confidentiality about child safety matters



- only share information with authorised persons

Confidentiality does not override legal reporting requirements.

## 7 REPORTING OR RAISING CONCERNS ABOUT STAFF OR VOLUNTEER CONDUCT

Concerns that involve boundary violations or behaviour inconsistent with this Code, even where not criminal or reportable conduct, must be reported and will be managed under the College's Child Safety Breach Management Procedure (Non-Reportable Misconduct).

All adults must report:

- suspected abuse or harm
- grooming behaviour
- breaches of this Code

Breaches will be assessed under:

- Mandatory Reporting Policy and Procedure
- Crimes Act obligations
- Reportable Conduct Scheme
- Child Safety Breach Management Procedure (Non-Reportable Misconduct)
- child safety risks

Any student or staff member who has concerns regarding staff or volunteer conduct must report this concern to the Principal and/or Child Safety Officers using the Allegations against Staff, Contractors, External Providers, Visitors or Volunteers Form for this purpose. Where required, reports will be escalated to DFFH Child Protection, Victoria Police and/or CCYP.

The issue will be investigated and if the findings indicate any grounds or doubt in respect of the conduct of the staff member or volunteer, this will be immediately reported. Below is the process for investigation any reported concerns and how the college handles them.

### a) Response to Allegations

When responding to allegations about a staff member or volunteer, the Child Safety Officers should immediately investigate the matter. However, any allegation of reportable conduct to be made against the Principal needs to be made to the Chairman of the College Board.

### b) Steps in the investigative process

Please refer to the flow chart located in Policy 14.3.5, responding to and



reporting allegations of child abuse.

c) Risk Assessment

When an incident is reported or observed the Child Safety Officers will:-

- Conduct an initial and subsequent risk assessment including an assessment of the safety of the children concerned.
- Share the risk assessment with the principal
- Together with the Principal, decide what action, if any, e.g. suspension, is to be taken regarding the employee who has had an allegation made against them, and:
- Assess and monitor the risk of continued access of the employee (who has had an allegation made or conviction recorded against them), to children attending the College.

d) Documentation and Record Keeping

- All documents held by the college relating to an allegation or conviction of reportable conduct or details of behaviour that does not constitute reportable conduct will be kept on a strictly confidential basis.
- Should the Department of Families, Fairness and Housing (DFFH) or Victorian Police be notified in accordance with the College's obligations the related documents will be indefinitely and stored in a secure location separate to the employee's file.
- The Human Resource Manager in consultation with the Child Safety Officers will be responsible for keeping and storing all records relating to all matters addressed by this code of conduct and only those persons whom the college is obliged to advise on this information or need to be aware of the contents of such documents will have access to them.

## 8 CONSEQUENCES FOR BREACHES OF THIS CHILD SAFETY CODE OF CONDUCT

All College Board members, the Principal, all other College staff members, volunteers and contractors who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement and/or other relevant industrial code of conducts.

Disciplinary procedures may result in a range of measures (depending on the severity of the situation) including but not limited to termination of employment contract.



## **9 FURTHER INFORMATION**

Further information on child safe standards can be found on the VRQA, VIT and CCYP reportable conduct scheme websites.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to the Islamic College of Melbourne Child Safety Officers.

If you believe a child is at immediate danger/risk of abuse phone [000](tel:000).

## **10 DECLARATION**

I agree to adhere to this code of conduct:

**Name:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*full name* *signature* *date*



## **11 DOCUMENT CONTROL INFORMATION**

<b>Approval Date</b>	23 November 2025
<b>Approved By</b>	Board Chair
<b>Supersedes</b>	Previous
<b>Date of Last Review</b>	25 November 2023
<b>Date for Next Review</b>	2-year cycle