**National Student Wellbeing Program**

**CODE OF CONDUCT FOR CHAPLAINS AND STUDENT WELLBEING OFFICERS IN VICTORIAN SCHOOLS**

Chaplains and student wellbeing officers must comply with all State and Commonwealth legislation, and with all relevant government/non-government school policies, including those concerning child protection, mandatory reporting, privacy, anti-discrimination, human rights, and creation and retention of student records.

In government schools, if there is a conflict between a school or departmental policy and any other policy, Department of Education policies in the [Policy and Advisory Library](https://www2.education.vic.gov.au/pal) will apply. In   
non-government schools, chaplains and student wellbeing officers must follow their school’s policies.

Chaplains and student wellbeing officers are required to observe a high standard of professional conduct at all times. When carrying out their responsibilities, they must:

* follow the child safety code of conduct and policies of the school
* respect the authority of the school principal (or delegate) and governing body and work in consultation with them
* contribute to a supportive, safe, inclusive and caring learning environment within the school
* respect other people’s views, values and beliefs, including cultural and religious perspectives
* support students irrespective of their religious beliefs, or lack of religious beliefs
* discourage any form of harassment or discrimination
* refer students to services that will support the student’s needs, values and beliefs
* provide unbiased information about support and services available in the broader community
* be approachable to all students, staff and members of the school community
* not seek to impose beliefs or persuade students towards a particular set of beliefs
* avoid unnecessary physical contact with students
* keep appropriate records to document the support provided to students/school
* share information in line with relevant policies and legislation ensure the school can meet its duty of care obligations to students.

Chaplains and student wellbeing officers must not:

* proselytise, evangelise or advocate for a particular religious view or belief
* enter into compromising situations where a student, chaplain or student wellbeing officer may seek to keep inappropriate behaviour confidential
* behave in a way that impacts the delivery of their services under the program, including in a private capacity
* perform professional or other services for which they are not qualified
* visit students’ homes to work with students and their families
* conduct religious services or ceremonies or lead in religious observances
* provide religious instruction or religious counselling to students
* promote external events run by religious organisations. For example, camps, excursions, youth conferences, guest speaker presentations etc.
* become involved in parenting disputes, family law matters or other legal proceedings.

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| --- | --- |
| Signature of chaplain or student wellbeing officer | Name of chaplain or student wellbeing officer |
| Name of School | Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ |

A copy of this document must remain in the school’s records.