



# West Moreton Anglican College

## Policy & Procedure 12.23 College Community Code of Conduct

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#### Parent Policy

	Child and Youth Risk Management Strategy
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#### Referenced Policies and Procedures

	Complaints Management in Anglican Schools Policy and Procedures by the ACSQ
	Safeguarding our Students (student protection guide by the ACSQ)
	e-Communications & Social Media Guidelines
	e-Communications & Social Media Policy

## 1.0 Ethical Statements

The College promotes values that are consistent with the Anglican ethos and the College's Mission: *'In pursuit of Individual Excellence'*

All students, parents, teachers and staff have the right to be safe and feel safe in their College Community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that mitigate risk and protect the safety and well-being of others.

This code of conduct provides members of the College Community with guidelines for the effective development of positive relationships within the College Community and assists in promoting values that are consistent with the College's mission.

## 2.0 Objectives

This code sets clear standards of behaviour which are expected of members of the College Community in the College environment or when attending any College related function or activity at any other location.

This code specifies the consequences for any member of the College Community who does not comply with these standards of behaviour.

## 3.0 Application

For the purpose of this policy 'College Community' comprises the Principal, Deputy Principal, teachers, employees, coaches, tutors, contractors, volunteers, students, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of the College, when in the College environment or when attending any College related function or activity at any other location.

Parents / guardians and students agree to be bound by the College Community Code of Conduct when parents / guardians sign the Enrolment Agreement with the College. Although step-parents, relatives, friends, supporters and carers of students are not a part to that Enrolment Agreement, this code is a guide for them about expected standards of behaviour.

## 4.0 Overarching Principles

The following principles provide the framework for this code of conduct:

- Responsible citizenship involves appropriate participation in the civic life of the College. Active and engaged members of the community are aware of their rights but, more importantly, accept responsibility for protecting their rights and the rights of others;
- Insults, disrespect and other hurtful acts are disruptive and are a direct contradiction of the College's Mission and values;
- Members of the College Community have a responsibility to develop and maintain an environment where conflict and difference can be addressed in a manner characterised by respect, civility and dignity;
- All members of the College Community have a responsibility to share in the safeguarding of our students. In this regard, are expected to act professionally and behave in an appropriate manner towards all students at all times;
- All College Community members are expected to follow behavioural obligations specified in the "[Safeguarding our Students](#)" guide, published on the student protection page of the College's website; and

- All College Community members have a duty of care responsibility to act in accordance with the College's Child and Youth Risk Management Strategy; to immediately report all actual allegations or reasonable suspicions of harm to a Student Protection Officer, the Principal or Deputy Principal, or to a College staff member for escalation, and report inappropriate behaviour toward a student by an employee, volunteer or visitor.

## **5.0 Parental Role**

Parents / guardians play an important role in the education of their children and have a responsibility to support the efforts of the College in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:

- Show an active but non-invasive interest in their child's school work and progress;
- Communicate regularly with the College;
- Help their child be neat, appropriately dressed and prepared for school;
- Ensure that their child attends school regularly and punctually;
- Promptly report to the College their child's absence or late arrival;
- Become familiar with the College Community Code of Conduct and College rules;
- Encourage and assist their child in following the standards of behaviour; and
- Work with the College in dealing with disciplinary issues involving their child.

## **6.0 Standards of Behaviour**

### ***6.1 College Community members must:***

- Support the College in the development of a Christian learning community based on the Anglican Ethos;
- Accept that the use of swearing, discriminatory language (including but not limited to racial vilification and sexual innuendo) and other intemperate language in the College environment or around students will not be tolerated;
- Ensure their relationship with students is strictly in accordance with appropriate roles and that favouritism and special treatment are avoided;
- Ensure that any physical contact with students is limited, but when appropriate, given the age of and relationship with the student, is such that questions of impropriety do not arise;
- Respect and comply with all applicable Commonwealth and State laws;
- Demonstrate honesty and integrity;
- Respect diversity in people, their ideas and opinions and treat others fairly regardless of their race, ancestry, place of origin, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Respect the legal and moral rights of others and treat them with dignity, civility and respect at all times, and especially when there is a disagreement;
- Show proper care and regard for College property and the property of others;
- Take appropriate measures to help those in need;
- Support the College's policies;
- Acknowledge that the Principal, Deputy Principal and other senior staff members are responsible for implementing the College's policies, by which all staff, students, volunteers and visitors must abide;

- Abide by the Colleges e-Communications & Social Media Policy and Guidelines.
- Work with the relevant College personnel to deal promptly with areas of concern;
- Acknowledge and affirm success in individual and College achievement, and
- Seek staff assistance, if necessary, to resolve conflict in a reasonable, respectful and fair manner.

### **6.2 College community members must not:**

- Use any object (whether as a weapon or otherwise) to threaten or intimidate any other person;
- Cause injury to any person by the use of any such object;
- Verbally abuse, threaten or inflict bodily harm on another person by any physical aggression or encourage others to do so;
- Be in possession of, or under the influence of, or provide others with illicit substances; or
- Be in possession of, or under the influence of, or provide others with alcohol. The exception is when, in the normal course of events, the College provides hospitality to members or guests of the College Community in keeping with appropriate legal and hospitality regulations.

## **7.0 Sport and Extra-Curricular Activities**

College Community members are expected to comply with the following principles when attending sport and extra-curricular activities:

- Young people are involved in extra-curricular activities principally for their enjoyment;
- Young people should always be encouraged to abide by the rules;
- Young people should be taught that honest effort is as important as victory, so results are accepted without undue disappointment;
- Turn defeat into victory by helping young people work towards performance improvement and good sportsmanship. Never ridicule or yell at a person for making a mistake or for losing;
- Young people learn best by example. Applaud good performance by all participants in an activity;
- Do not publicly question the referee's or official's judgement and never his/her honesty;
- Do not approach a referee or official at any stage during or immediately after an event, except in appreciation;
- Raise a concern about a referee who is perceived to behave unprofessionally, or in a biased or unfair way, or incompetently (such as repeatedly listening to players rather than acting on own observations), in writing, to the Principal or the association that controls the sport or activity;
- Support all efforts to remove verbal and physical abuse from extra-curricular activities;
- Recognise the value and importance of volunteer coaches, managers and officials. They give their own time and resources to provide recreational activities for students.

## 8.0 Responsibility for Guests

Any College community member who invites a relative, friend, supporter, carer or other person to be present at any College related function or activity, at any location, must be responsible for that person and must ensure they act at all times in a manner consistent with this code.

## 9.0 Parents and Friends and Associated Support Groups

Support groups enhance particular activities within the College Community by providing support and additional funding for equipment or resources for activities. A charter for each group, clearly articulating the goals, management structure and primary activity of focus for that group, must be established prior to any fundraising taking place. Funds raised by a support group must be made available for resources for that activity.

Annual fundraising plans should be drawn up in November of the year prior, in association with the Director of Marketing and Business Development, so that all monies are accountable, dates booked on the College calendar and events agreed as appropriate for the College and that activity.

All revenue received by the support group must be presented to the College Cashier's Office for receipting and processing, **as soon as possible**, by the support group treasurer. Expenditure must be authorised by the relevant group and processed through the College accounts. Support group treasurers should liaise with the College Accountant to facilitate these processes. The financial position of each support group will be maintained within the College accounts so as to be separately identifiable at all times.

Under no circumstances is a College support group to open their own bank account with any institution.

All activities undertaken should be done so with the approval of the Principal in association with the coordinator of the activity.

## 10.0 Breaches of this Code of Conduct

The consequences to a member of the College Community for breaching this code of conduct will be determined by the Principal and may include one or more of the following:

- The College may ban any member of the College Community from attending any extra-curricular activity;
- The College may ban any member of the College Community from being on the College grounds in general;
- The College may direct that any parent may only communicate with members of staff through a nominated College representative;
- In the case of extreme or prolonged breach of this code of conduct by a parent, the College may terminate the enrolment of the child of that parent; and
- The College may use its discretion to determine other actions as appropriate, according to the nature of the breach.

## 11.0 Right of Appeal

The College [Complaints Management in Anglican Schools Policy and Procedures](#) by the ACSQ 'right of appeal' will apply to any decision made by the Principal under this code of conduct.