

SCHOOL COMMUNITY CODE OF CONDUCT



1. ETHICAL STATEMENT

St Hilda's Anglican School for Girls (herein referred to as the School) promotes values that are in keeping with the Christian ethos. We are an Anglican school that values respect, inclusion, excellence and justice.

All students, parents, teachers, support staff and volunteers have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety or wellbeing of others.

This Code of Conduct provides members of the School Community with guidelines for the effective development of positive relationships within the School Community and assists in promoting the values that are in keeping with the School's purpose and values.

2. PURPOSE

The School aims to provide an open, welcoming and safe environment for all. The School is a place of learning for students and the rights of the student will be considered. We believe that all community members play a valuable role in the life of the School. This Code of Conduct for staff members, parents/guardians and volunteers outlines the type of practice we require all adults working and volunteering in our school to follow. We hope it will assist in ensuring the safety and wellbeing of students, families and staff. The Code of Conduct is a broad outline of behavioural principles, expectations and ideals. This policy will provide guidelines to promote desirable and appropriate behaviour to ensure that all interaction with students and adults is respectful, honest, courteous, sensitive, tactful and considerate. The Code specifies the consequences for any member of the School Community who does not comply with these standards of behaviour.

3. APPLICATION

For the purpose of this Policy 'School Community' comprises the Principal, staff, coaches, employees, students, parents, guardians, volunteers, step-parents, relatives, extended family, visitors, friends, supporters, carers and invitees of the School, when in the School environment or when attending any School related function or activity at any other location. Parents/guardians and students agree to be bound by the School Community Code of Conduct when parents/guardians sign the Enrolment Agreement with the School. Although step-parents, relatives, friends, supporters and carers of girls at the School are not a party to that Enrolment Agreement, this School Community Code of Conduct is a guide for them about expected standards of behaviour.

4. PRINCIPLES

The following principles provide the framework for this Code of Conduct:

- Responsible citizenship involves appropriate participation in the civic life of the School.
- 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 School's Purpose and Values.
- Members of the School 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.

5. RESPONSIBILITIES FOR IMPLEMENTING THE CODE OF CONDUCT

The School Council is responsible for endorsing the Code of Conduct and is the body to which any appeal against sanctions applied for breaches of the Code are directed.

The Principal is responsible for

- Ensuring all parents/guardians, staff, volunteers, students and visitors are aware of this policy upon arrival, employment and enrolment.
- Maintaining currency and relevancy of the Code of Conduct Policy.
- Implementing the standards of conduct as set out in this policy.

The staff members are responsible for

- Respecting the individual needs, cultural practices and beliefs of families in all interactions, both verbal and non-verbal.
- Working with colleagues, the School Council and parents/guardians to provide an environment that encourages positive interactions and supports constructive feedback.
- Providing guidance to parents/guardians and volunteers through positive role modelling and when appropriate, clear and respectful directions.

Parents and guardians are responsible for supporting the efforts of the School in maintaining a safe, orderly and respectful learning environment for all students. This necessitates abiding by the School Community Code of Conduct and ensuring that their child does likewise. Parents/guardians fulfil this responsibility routinely and specifically when they:

- Show an active but non-invasive interest in their child's school work and progress;
- Communicate regularly with the School;
- Ensure that their child is appropriately dressed and prepared for school on a daily basis;
- Promptly report to the School their child's absence or late arrival, and
- Work with the School in dealing with disciplinary issues involving their child.

Members of affiliated and support groups are responsible for ensuring that the aims of their group and its practices are consistent with the Code of Conduct.

Members of the wider school community are expected to respect/uphold the Code of Conduct in all their contacts with the School whether on campus or at school functions or events off campus.

Any School Community member who invites a relative, friend, supporter, carer or other person (adult or child) to be present at any school related function or activity at any location must be responsible for that person and must ensure that they act at all times in a manner consistent with this Code of Conduct.

6. COCURRICULAR ACTIVITIES

School Community members are expected to comply with the following principles when attending cocurricular activities:

- Young people are involved in cocurricular activities principally for their enjoyment.
- Young people should always be encouraged to abide by the rules.
- Young people should be taught that team commitment is a consideration and they are encouraged to give their best effort.
- 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.
- Support all efforts to remove verbal and physical abuse from cocurricular activities.
- Recognise the value and importance of volunteer coaches, managers and officials. They give of their time and resources to provide recreational activities for all students, and
- Do not approach a referee or official at any stage during or immediately after an event, except in appreciation.

7. ASSOCIATIONS AND SUPPORT GROUPS

The affiliated bodies are:

- St Hilda's Parents' and Friends' Association operates in its own capacity and through affiliated groups, such as the St Hilda's Auxiliary and various support groups.
- The Old Scholars Association makes up part of the school community of former students who have attended either the Girls High School or St Hilda's.
- The Whitby Parents Association is made up of the members, who as parents of Old Scholars are interested in maintaining ties with the School and with other parents once their daughters have graduated.
- Events, seminars and other activities sponsored by the P&F Association or the Support Groups must be approved by the Principal as appropriate for the School and booked with the Communications and Engagement Office to be approved for the School calendar. All activities undertaken should be done so with the approval of the Principal in association with the Coordinator of the activity.

8. SANCTIONS FOR ANY BREACHES OF THIS CODE OF CONDUCT

The consequences to a member of the School Community for breaching this Code of Conduct will be determined by the Principal in accordance with the School's Complaints Policy.

- The breach will be investigated by a nominated senior member of staff and a course of action will be recommended to the Principal.

The sanctions which may be employed include:

- A first and final warning meeting and subsequent letter being issued to inform the relevant person/s of the outcome of the investigation and that another breach of the Code of Conduct will not be tolerated.
- A banning from being on the School grounds or attending any co-curricular activity.
- A direction, in the case of a parent/guardian, that he/she may only communicate with members of staff through a specified School representative.
- A restraining order being sought against the relevant person through the legal system.
- The School may take such other steps as it may in its reasonable discretion determine appropriate according to the nature of the breach.

9. RIGHT OF APPEAL

The School's Complaints Policy 'right of appeal' will apply to any decision made by the Principal under this Code of Conduct. This Code of Conduct has been approved by the School Council and is supplemented by policies, procedures and guidelines developed by the School Council and Executive.

Appendix 1 – Guidelines

STANDARDS OF BEHAVIOUR

School Community members should act according to these guidelines:

Communication

- Use courteous and acceptable written and spoken language. Refrain from the use of profane, insulting, harassing, aggressive or otherwise offensive language.
- Accept that the use of swearing, derogatory terms, sexual jokes, innuendo and other inappropriate language in the School environment or around students will not be tolerated.
- Give encouraging and constructive feedback rather than negative criticism.
- Responses to emails and telephone calls are not expected to be instantaneous or out of normal working hours, unless of an urgent nature. Normal service standard suggests that an acceptable response time for emails is within 48 hours.
- While on school grounds or attending school activities, the School's staff are responsible for the students that are enrolled in the School.
- Parents/guardians, and other persons attending with children not enrolled in the School are responsible for supervising the behaviour of those children.
- Discipline of students is the responsibility of staff and therefore any matters or concerns related to managing students' behaviour should be referred to staff immediately.
- Under NO circumstances should a student, parent/guardian or member of staff be approached in a confrontational manner. The proper channels for communication are through the appropriate staff member. Volunteers should make enquiries through the Communications and Engagement Office.
- Committee Members contact the School Communications and Engagement Office who act as a liaison person with the relevant staff member at the School in relation to resource allocation for events.
- All written forms of communication (emails and letters) issued by the School community groups, should use the St Hilda's Style Guide.

Relationships

- Ensure that their relationships with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided.
- Ensure that physical contact with students is appropriate given the age of, and relationship with, the student such that questions of impropriety do not arise.
- Respect diversity in people, their ideas and opinions and treat others fairly regardless of their race, ancestry, place of origin, colour, 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.
- Respect the value and importance of volunteers within the School community.
- Acknowledge and affirm success in individual and school achievement.
- Refrain from public criticism of school activities and events and children and staff at the School.
- Refrain from actions and behaviour that constitutes harassment or discrimination, including inappropriate use of social media such as emails and Facebook within the School Community.

Ethical Conduct

- Support the School in the development of a Christ-centred learning community based on the Anglican ethos, to work in a co-operative and positive manner.
- Demonstrate honesty and integrity.
- Always act in the best interests of students, their families, and staff members.
- Show proper care and regard for school property and the property of others.
- Take appropriate measures to help those in need.

Safety

- Support the School's Policies and acknowledge that the Principal is responsible for implementing the School's Policies.
- Comply with all relevant policies and procedures of the School. These are displayed on the school website.
- Be aware of the emergency evacuation procedures.
- Respect and comply with all applicable Commonwealth and State laws.

Confidentiality

- Comply with the School's *Privacy Policy*.
- Class list and personal information should not be used for the benefit of others, (specifically, must not be used for business pursuits or networking opportunities).

Conflict Management

- Seek staff assistance, if necessary, to resolve conflict peacefully.
- Work with the School to deal promptly with areas of concern.
- Accept staff decisions and follow their directions. Speak with the staff member if there is a problem complying with any directions.

School Community members must not:

- 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, alcohol or illegal drugs. The exception is when, in the normal course of events, the School provides hospitality to members or guests of the School Community in keeping with appropriate legal and hospitality regulations.

Responsibility: Principal
Review Date: June 2016
Next Review Date: June 2017