



Oakleigh Grammar

| | |
|---|--|
| Policy Document Name | Code of Conduct: School Community |
| Date Ratified by Board of Management | September 2016 |
| Date for Review | September 2017 |

Preamble

Oakleigh Grammar believes that community members play a valuable role in the life of the School and all students, parents, teachers, support staff and volunteers have the right to be safe and feel safe in their school community.

This Code of Conduct:

- provides members of the School Community with guidelines which promote desirable and appropriate behaviour to ensure that all interaction with students and adults is respectful, honest, courteous and considerate.
- assists in promoting the values that are in keeping with the School's Vision, Mission and Values; and
- specifies the consequences for any member of the School Community who does not comply with these standards of behaviour.

Scope

This Code of Conduct applies to staff, contractors (including music and instrumental teachers), consultants, volunteers, Council Members, Coaches, Students, Parents (includes Guardians, Step-parents, Grandparents & Carers), Relatives, Friends, Supporters and Invitees of the School ("Members of the School Community"), whether in the School or attending any School-related function, event or activity at any other location.

Responsibilities

The **Board** is responsible for endorsing this Code of Conduct.

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.

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/guardians are responsible for supporting the efforts of the School 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 School;
- Help their child be neat, appropriately dressed and prepared for School;
- Ensure that their child attends School regularly and punctually;
- Promptly report to the School their child's absence or late arrival;
- Familiarise themselves with this School Community Code of Conduct;
- Encourage and assist their child in following appropriate standards of behaviour;
- Work with the School in dealing with disciplinary issues involving their child;
- Maintain respectful communication with school teachers and other school staff at all times;
- Agree to and support school behaviour policies;
- Agree to be bound by this School Community Code of Conduct when they sign the Enrolment Agreement with the School.

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 comply with this Code of Conduct in all their interactions with the School whether in the School or attending a School-related function, event or activity at any other location.

Responsibility for Guests

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

Standards of Behaviour

Members of the School Community will act according to these guidelines:

Communication

- Use courteous and acceptable written and spoken language;
- The use of profane, insulting, harassing, aggressive or otherwise offensive language (including swearing, derogatory terms, sexual jokes and innuendo) in the School environment and/or around students will not be tolerated;
- Give encouraging and constructive feedback rather than negative criticism.

Relationships

- Ensure that relationships with students are strictly in accordance with appropriate roles and no favoritism or special treatment is displayed;
- 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 all members of the community 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;
- Refrain from public criticism of school activities, events, children or staff of the School;
- Refrain from actions and behaviour that constitute harassment or discrimination, including inappropriate use of emails or social media such Facebook within the School Community.

Ethical Conduct

- Support the School in the development of a Christian learning community based on the Greek Orthodox ethos;
- Always act in the best interests of students, their families, and staff members;
- Demonstrate honesty and integrity;
- Show proper care and regard for School property and the property of others;
- Take appropriate measures to help those in need.

Safety

- Respect and comply with all applicable Commonwealth and State laws;
- Support the School's policies and acknowledge that the Principal is responsible for implementing them;
- Be aware of student protection protocol and in particular the School's Child Safe Policies which aim to ensure the safety and wellbeing of students;
- Be aware of the emergency evacuation procedures.

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

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

Maintaining physical safety

In particular, Members of the School Community must not:

- Use any object (whether as a weapon or otherwise) to threaten, intimidate or cause injury to any other 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, drugs or alcohol. The exception is when, in the normal course of events, the School provides or permits hospitality to members of the School Community in keeping with appropriate legal and hospitality regulations;
- Be in possession of, or under the influence of, or provide others with, illegal drugs.

Extra-Curricular Activities

When attending or participating in school activities, Members of the School Community are expected to support the following principles:

- Accept that students are involved in school activities primarily for their enjoyment and therefore reinforce a healthy attitude towards winning and losing by demonstrating a controlled and disciplined approach to competition.
- Students learn best by example. Encourage students to play by the rules, behave appropriately and applaud the opposing team at the end of each activity;
- Behave respectfully and courteously towards players, coaches and officials, showing respect for the rules and authority by word and example (avoid ridicule or chastising a student for making a mistake, losing a game or failing to achieve a certain level);
- Assist and encourage students to work towards skill improvement and good sportsmanship.
- The referee or official's judgement or honesty must not be questioned in a confrontational manner in front of other people;
- Recognise the value of volunteers, including coaches, managers and officials, as they give their time and resources to provide recreational activities for all students.

Breaches of This Code of Conduct

The consequences to a member of the School Community for breaching this Code of Conduct will be determined at the Principal's absolute discretion and may result in the Member/s of the School Community being:

- Banned from attending any extra-curricular activity;
- Banned from being on the School grounds in general;
- Directed to restrict communications with members of the teaching staff through a nominated School representative;
- In the case of extreme or prolonged breach of this Code of Conduct by a parent or guardian, the School may terminate the enrolment of the child of that parent; and
- The School may take other steps as it may in its reasonable discretion determine appropriate, according to the nature of the breach. This could include mediation between the parties involved.