	Community Code of Conduct	
SCOTCH OAKBURN — Creating the future	Original approval date:	September 2018
	Next review date:	January 2020
	Author:	Principal
	Approval:	Executive
	Audience:	Scotch Oakburn College Community

1   PURPOSE

Scotch Oakburn College (College) believes that community members play a valuable role in the life of the Scotch Oakburn 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 College 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 College's Vision, and Mission; and

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

2   SCOPE

This Code of Conduct applies to staff, contractors (including music tutors), consultants, volunteers, Board Directors, Coaches, Students, Parents (includes Guardians, Step-Parents, Carers), Relatives, Friends, Supporters and Invitees of the College ("Members of the College Community"), whether in the school or attending any College-related function, event or activity at any other location.

3   RESPONSIBILITIES

The **College Executive** 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; and

- 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 Board of Directors and parents/guardians to provide an environment that encourages positive interactions and supports constructive feedback; and

- 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 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;
- familiarise themselves with this College Community Code of Conduct;
- encourage and assist their child in following appropriate standards of behaviour;
- work with the College in dealing with disciplinary issues involving their child;
- respectfully communicate with teachers and other school staff; and
- agree to be bound by this Community Code of Conduct when they sign the Enrolment Agreement with the College.

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

Members of the wider College community are expected to comply with this Community Code of Conduct in all their interactions with the College whether in the school or attending a school-related function, event or activity at any other location.

3.1 Responsibility for Guests

Any College 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 Community Code of Conduct.

4 STANDARDS OF BEHAVIOUR

Members of the College Community will act according to these guidelines.

Communication

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

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 College community.
- Refrain from public criticism of school activities, events, children or staff of the College.
- Refrain from actions and behaviour that constitute harassment or discrimination, including inappropriate use of emails or social media such Facebook within the College Community.

Ethical Conduct

- Support the College in the development of a values-centered learning community based on the Uniting Church in Australia 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 College's policies and acknowledge that the Principal is responsible for implementing them.
- Be aware of student protection protocol and in particular the College's *__Health, Safety, Security and Environment Policy__* which aims to ensure the safety and wellbeing of all College community members.
- Be aware of the emergency evacuation procedures.

Confidentiality

- Comply with the College'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 College 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 College 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, alcohol. The exception is when, in the normal course of events, the College provides or permits hospitality to members of the Community in keeping with appropriate legal and hospitality regulations; and
- be in possession of, or under the influence of, or provide others with, illegal drugs.

4.1 Co-curricular Activities

When attending or participating in school activities, Members of the College 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.

5 BREACHES OF THIS CODE OF CONDUCT

The consequences to a member of the College 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 Community being:

- banned from attending any co-curricular activity;

- banned from being on the College grounds in general;

- directed to restrict communications with members of the teaching 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/ren of that parent; and

- the College may take other steps as it deems appropriate, according to the nature of the breach. This could include mediation between the parties involved.

Responsible Officer	Principal
Approved by	College Executive
Approved and commenced	September 2018
Review by	January 2020
Related Policies & Procedures	• *Code of Conduct Policy* • *Health, Safety, Security and Environment Policy* • *Staff Code of Professional Conduct* • *Teaching and Learning Policy* • *Student Code of Conduct* • *Duty of Care Policy* • *Privacy Policy*