

# ARDEN



## Community Code of Conduct

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## 1. General

Arden Anglican School (the School) believes that community members play a valuable role in the life of the School and that they always have the right to be safe and feel safe in their School Community.

The School recognises that most interactions within the School Community are overwhelmingly positive and productive and the School is always grateful for the on-going support and partnership in the care and development of the students.

This Community Code of Conduct is intended to inform students, staff, parents/guardians, volunteers, visitors, suppliers, contractors, members of affiliated and support groups as well as the wider school network of:

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

## 2. Responsibilities

### School Council

The School Council is responsible for endorsing this Community Code of Conduct.

### School Principal

The Principal is responsible for:

- providing the opportunity to all parents/guardians, staff, volunteers, students and visitors to be made aware of this Community Code of Conduct upon arrival, employment and enrolment;
- maintaining currency and relevance of this Code of Conduct; and
- implementing these standards of conduct.

### Parents/Guardians

Parents/Guardians have an important role in ensuring students meet school requirements and in fostering a respectful and supportive School Community. Parents fulfil this responsibility when they:

- show an active but non-invasive interest in their child's schoolwork and progress;
- view Schoolbox on a regular basis and stay up to date with notifications and articles posted on Schoolbox;
- ensure their child has all requirements for school, including textbooks and resources, and

each item of required uniform is clean and in good repair;

- support & encourage their child to arrive at the School each day rested and ready for the day;
- ensure their child attends school regularly and punctually;
- promptly report to the School their child's absence or late arrival;
- encourage and assist their child in following appropriate standards of behaviour;
- work with the School in dealing with disciplinary issues involving their child;
- communicate with students, other parents, visitors and staff members in a courteous manner
- follow appropriate processes to raise any issues or concerns about their child or the School; and
- agree to be bound by this Community Code of Conduct and the related policies when they sign the Enrolment Agreement with the School.

## Volunteers

Volunteers (including the Arden Parent Network) make a considerable contribution to the School Community by giving their time and sharing their skills and expertise with others. Volunteers are expected to:

- carry out tasks in a manner consistent with the School's expectations, including complying with this Code, being cooperative and maintaining confidentiality as required;
- produce a Working with Children Check when required by the School;
- take reasonable care for their own health and safety;
- report all workplace safety incidents;
- carry out tasks as per the role assigned and not perform duties that they don't have the skills or authority to undertake;
- follow the policies, procedure and instructions given by the School;
- attend the Arden Parent Network induction and training session or alternative volunteer induction and training sessions; and
- dress appropriately having regard to the nature of the volunteer activity.

All volunteers must read and fully understand the School's [Child Protection Policy](#) and understand that they have mandatory reporting requirement under Section 27 of the Children's Guardian Act in relation to a reportable allegation, and also under section 316A of the Crimes Act in relation to a child abuse offence.

Where volunteers have reasonable grounds to suspect a child under the age of 16 years is at risk of significant harm and/or have current concerns or suspicions about the safety, welfare and wellbeing of a child are expected to report concerns as per the School's [Child Protection Policy](#).

### Affiliated and Support Groups

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

### Wider School Community

Members of the wider School Community including but not limited to visitors, contractors and suppliers, are encouraged to make themselves aware of and to comply with this Community Code of Conduct in all their interactions with the School whether on school grounds or attending a school-related function, event or activity at any other location.

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 use their best endeavours to ensure that they act at all times in a manner consistent with this Community Code of Conduct.

## 3. Values

The School's Values underpin the Vision and Mission of the School and convey the beliefs that positively influence our behaviour and the way we interact as a School Community.

All members of the School Community are expected to be aware of and to respect the School's Values which are:

- act with **courage and compassion**
- believe in the power of **hope**
- encourage and earn **respect**
- believe in the importance of **service** to others
- understand God **loves** us and teaches us how to **love** each other.

## 4. Standards of Behaviour

Members of the School Community are expected to act according to these guidelines and must:

- respect the needs of others to work in an environment of learning and teaching;
- understand that the School is considered a child-safe environment and ensure;
  - relationships with students are strictly in accordance with appropriate roles;
  - interactions with students always respects their rights and protects their health, safety and wellbeing;

- respect the value and importance of volunteers within the School Community;
- refrain from public criticism of the School, school activities and events, staff or students of the school, whether verbal or in writing, via any forum, including print or social media;
- refrain from actions and behaviour that constitute harassment or discrimination;
- support the Principal and staff in the development of a Values led learning community and;
- show proper care and regard for school property and the property of others.

### Communication

Communications whether verbal or in writing with other members of the School Community, including but not limited to teachers, administration staff, other parents or students must:

- show respect, courtesy and consideration;
- not harass, discriminate, bully or vilify another person;
- not use intemperate (e.g. profane, offensive or derogatory) language;
- not be confrontational, intimidating or aggressive; and
- be made using a calm and rational manner.

### Health and Safety

Community members are expected to:

- be aware of and follow emergency evacuation procedures and directives;
- comply with requests from the School to produce a Working with Children Check when applicable;
- read, understand and abide by the School's Child Protection Policy;
- observe safe work practices which includes complying with relevant health and safety regulations - this includes wearing protective clothing and footwear when required, reporting to staff any problems, incidents, injury or property damage as they arise;
- not verbally abuse, threaten or inflict bodily harm to another person, nor encourage others to do these things;
- know that violence of any form will not be tolerated;
- adhere to the School non-smoking requirement;
- not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs while attending the School or School related events and activities.

The exception to the above point is when, in the normal course of events, the School serves alcohol in the course of providing food & hospitality to members or guests of the School

Community in keeping with appropriate legal and hospitality regulations.

### School Activities & Events

When attending or participating in school activities or events, members of the School Community are expected to:

- understand that students are involved in school activities primarily for their enjoyment and therefore to reinforce a healthy attitude towards winning and losing by demonstrating a respectful and sportsmanship like approach to competition;
- understand that students learn best by example, and therefore to 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;
- not ridicule or chastise 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, good sportsmanship and positive engagement; and
- respect the referee or official's judgement or honesty and not to question decisions in an aggressive or confrontational manner at any time or place.

### Confidentiality and Privacy

Community members are expected to:

- read, understand and abide by the School's Privacy Policy;
- respect the privacy of others by, for example, ensuring the confidentiality of personal, private or sensitive information (including class lists) and ensuring this information is not used for the benefit of themselves or others or for commercial pursuits;
- not post pictures of students in school uniform or in other situations where they can be identified, other than their own children, on social networking sites;
- not post negative, malicious, defamatory or fictitious comments on social networking sites about the School or any member of the School Community; and
- be prepared to remove or edit, as directed by the School, any photos/comments posted on social media, deemed confidential, private or inappropriate in nature.

## 5. Issues and Concerns

The School encourages Community members to provide feedback to support both positive recognition and acknowledgement as well as to identify areas of practice, process and behaviour that are considered to need improvement.

The School expects feedback to be respectful and constructive and provided through the normal channels such as meetings, emails and phone calls.

The School has the following policies and supporting procedures to guide specific issues and concerns, and School Community members are expected to be aware of, and have read and understood the:

- Whistleblower's Policy;
- Complaints Handling Policy.

## 6. Breaches

The consequences to a member of the School Community for breaching this Code of Conduct will be determined at the Principal's absolute discretion which is to be exercised fairly and may result in the person(s) being:

- banned from attending any School event or 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.

The Principal may take other steps as deemed appropriate, according to the nature of the breach, including internal or externally facilitated mediation between the parties involved.

In the case of an extreme or prolonged breach of this Community Code of Conduct by a parent, the School may terminate the enrolment of the child/ren of that parent;

## 7. Related Policies and Procedures

- Student, Parent or Caregiver Grievance Policy and Procedure
- Complaints Handling Policy
- Whistleblower's Policy
- Work Health & Safety Statement
- Child Protection Policy
- Privacy Policy
- Social Media Policy