



# SCHOOL COMMUNITY CODE OF CONDUCT

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## 1. ETHICAL STATEMENT

St Margaret's Anglican Girls School promotes values that are in keeping with the Christian ethos and the School's Mission in accordance with The Philosophy of the Society of the Sacred Advent for their schools:

*To nurture the individual within a caring community so that each will realise his or her full potential to engender Christian values, encourage high academic standards and service to others so that all will have not only one goal, but also the inner strength "to love one another as I have loved you" [St John 13:34].*

All students, parents, teachers and staff 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 Mission.

## 2. INTENT

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

The Code specifies the consequences for any member of the School Community who does not comply with these standards of behaviour.

## 3. SCOPE

For the purpose of this Policy 'School Community' comprises the council members, staff, coaches, employees, students, parents, guardians, step-parents, relatives, friends, supporters, carers, contractors 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 other members of the community 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. GUIDING 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, disrespectful and hurtful acts are disruptive and are a direct contradiction of the School's Mission 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. PARENTAL ROLE**

Parents/guardians play an important role in the education of their children and have a responsibility to support 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 daughter's school work and progress;
- Communicate regularly with the School;
- Help their daughter be neat, appropriately dressed and prepared for School;
- Ensure that their daughter attends School regularly and punctually;
- Promptly report to the School their daughter's absence or late arrival;
- Become familiar with the School Community Code of Conduct and School Rules;
- Encourage and assist their daughter in following the standards of behaviour; and
- Work with the School in dealing with disciplinary issues involving their daughter.
- Respectful communication with school teachers and other school employees.

## **6. STANDARDS OF BEHAVIOUR**

**School Community members must:**

- Support the School in the development of a Christ-centred learning community based on the Anglican ethos;
- 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;
- 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 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, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Respect the legal and moral rights of all members of the community and beyond and treat them with dignity, civility and respect at all times, and especially when there is a disagreement;
- Show proper care and regard for School property and the property of others;
- Take appropriate measures to help those in need;
- Support the School's policies;
- Acknowledge that the Principal is responsible for implementing the School's policies;

- Work with the School to deal promptly with areas of concern;
- Acknowledge and affirm success in individual and School achievement; and
- Seek staff assistance, if necessary, to resolve conflict peacefully.

**School Community members must not:**

- Use inappropriate language in any context;
- 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; or
- 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 or permits hospitality to members or guests of the School Community in keeping with appropriate legal and hospitality regulations.

## **7. EXTRA - CURRICULAR ACTIVITIES**

School Community members are expected to comply with the following principles when attending 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 a game or match;
- 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 extra-curricular 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.

## **8. SUPPORT GROUPS**

Support Groups are sub-groups of the Parents and Friends Association and operate to enhance particular activities within the school community by providing support and additional funding for equipment or resources for those activities.

Funds raised by a Support Group must be made available for resources for that activity.

Annual fund-raising plans should be drawn up in association with the coordinator of the activity so that all monies are accountable and submitted to the Fundraising committee, dates booked

on the School calendar and events agreed as appropriate for the School and that activity and approved by the Fundraising committee.

Support Group finances will be audited with the Parents and Friends Association annual audit.

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

Guidelines for Support Groups are available from the Parents and Friends Association and the fundraising policy.

## **9. RESPONSIBILITY FOR GUESTS**

Any School Community member who invites a relative, friend, supporter, carer or other person 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.

## **10. 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 St Margaret's AGS Complaints Policy and may include one or more of the following:

- The School may ban any member of the school community from attending any Extra - curricular activity;
- The School may ban any member of the school community from being on the School grounds in general;
- The School may direct that any parent may only communicate with members of staff through a nominated school representative;
- In the case of extreme or prolonged breach of this Code of Conduct by a parent, the School may terminate the enrolment of the child of that parent; and
- The School may take such other steps as it may in its reasonable discretion determine appropriate according to the nature of the breach.

## **11. RIGHT OF APPEAL**

The *St Margaret's AGS Complaints Policy* 'right of appeal' will apply to any decision made by the Principal under this Code of Conduct. The Policy is accessible on, and can be downloaded from, the School's website.

## **12. POLICIES TO BE VIEWED IN CONJUNCTION WITH THIS POLICY**

Staff Code of Conduct

Coaches Code of Conduct

**Date for review:** October 2017