

COURTENAY GARDENS PRIMARY SCHOOL

BUILDING OUR FUTURE – RESPECT, RESPONSIBILITY, HONESTY

CODE OF CONDUCT – STAFF, PARENTS, STUDENTS, COMMUNITY MEMBERS

This Code of Conduct has been developed in line with Ministerial Order No. 870.

Courtenay Gardens Primary School recognises the importance of the partnership between schools and parents to support student learning, engagement and wellbeing. The learning needs and welfare of students will be the primary consideration in decision making processes. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly learning environments for children and young people.

This code of conduct sets out our behavioural expectations of all members in this school community, including the principal, all school staff, parents, students and visitors. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building a safe and respectful school community. At all times confidentiality and discretion will be maintained.

The school will promote an environment free of discrimination, sexual, cultural and other forms of harassment, bullying (including cyber bullying), violence, aggression and threatening behaviour. These behaviours are unacceptable and will not be tolerated in our school.

Our Code of Conduct acknowledges that parents and school staff are strongly motivated to do their best for every child. Everyone has the right to differing opinions and views and to raise concerns, as long as we do this respectfully as a community working together.

RESPONSIBILITIES

PRINCIPALS AND SCHOOL LEADERS:

- Work collaboratively to create a school environment where respectful and safe conduct is expected of everyone.
- Behave in a manner consistent with the standards of the profession and meet core responsibilities to provide inclusive, safe and orderly environments.
- Plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at the school is protected.
- Identify and support students who are or may be at risk academically, socially and emotionally.
- Endeavour to ensure every child achieves their personal and learning potential.
- Work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly.
- Respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and sanctions when required.
- Make known to parents the school's communication and complaints procedures.
- Ask any person who is acting in an offensive or disorderly way to leave the school grounds.

TEACHERS AND ALL NON-TEACHING STAFF:

- Treat students respectfully, equitably and justly.
- Teachers will exercise their responsibility and act in a professional manner acknowledging that there are limits and boundaries in their relationships with students.
- Model positive behaviour to students consistent with the standards of our profession in accordance with the Victorian Teaching Profession, Code of Conduct.
- Proactively engage with parents about student outcomes.
- Work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly.

- Work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs.
- Communicate with the principal and school leaders in the event of any tension or challenging behaviours from students and/or parents.
- Treat all members of the school community with respect.
- Support initiatives that ensure student safety and wellbeing within all school environments including online and out of school hours.
- Teachers acknowledge their commitment to child safety and confidentiality. Confidentiality will only be revealed if required or mandated by law.
- Teachers will work with students to develop appropriate knowledge and skills to enable them to identify and communicate child safety concerns.

FAMILIES AND SCHOOL COMMUNITY MEMBERS:

- Model positive behaviour in all school environments.
- Ensure students attend school on time, every day the school is open for instruction.
- Take an interest in the school and student learning.
- Work with the school to achieve the best outcomes for their child.
- Communicate constructively with the school and use expected processes and protocols when raising concerns.
- Support school staff to maintain a safe learning environment for all students.
- Follow the school's complaints processes if there are concerns.
- Treat all school leaders, staff, students and other members of the school community with courtesy and respect.
- Respect the rights and confidentiality of students, staff and other families.
- For the safety of all, visitors to the school will officially register their attendance through the front office.
- Utilise the school's communications policy to communicate with the school.

STUDENTS:

- All students have the right to work and play in a safe and secure environment without interference, intimidation, harassment, bullying or disruption.
- Attend school regularly and participate fully in all learning programs and school environments.
- All students will model positive and respectful behaviour, taking responsibility for their actions.
- Behave in a safe and responsible manner and comply with and model school values of respect, responsibility and honesty.
- Support the learning of others and make the most of educational opportunities.
- Identify and communicate concerns relating to child safety.

CONSEQUENCES FOR FAILING TO UPHOLD THE VALUES OF THIS CODE OF CONDUCT

UNREASONABLE BEHAVIOURS:

Behaviours that are considered inappropriate on and adjacent to school grounds or in relation to school business and that do not uphold the values of this Code of Conduct include when a person:

- Is rude, aggressive or harasses others.
- Sends rude, confronting or threatening letters, emails or text messages.
- Is manipulative or threatening.
- Speaks in an aggressive tone, either in person or over the telephone.
- Makes sexist, racist or derogatory comments.
- Inappropriately uses social media as a forum to raise concerns/make complaints against the school.
- Is physically intimidating, e.g. standing very close.

CONSEQUENCES

Principals are responsible for determining what constitutes reasonable and unreasonable behaviour.

Unreasonable behaviour and/or failure to uphold the values of this Code of Conduct may lead to further investigation and the implementation of appropriate consequences. This may include:

- Utilising mediation and counselling services.
- Alternative communication strategies being applied.
- Formal notice preventing entry onto school premises or attendance at school activities. Written notice will follow any verbal notice given.
- An intervention order being sought.
- Informing the police which may result in a charge of trespass or assault.

By agreeing to meet specified standards of positive behaviour, everyone in our school community can be assured that they will be treated with fairness and respect. In turn, this will help to create a school that is safe and orderly, where everyone is empowered to participate and learn.