



Community Code of Conduct

Introduction

An engaged community of members who share our Schools' purpose and values and who support our endeavours, is critical in helping to build and maintain an effective school.

The Scots School Albury has a body of enthusiastic community members who are involved with many aspects of school life. Our community includes a wide variety of individuals and groups who strive to work together to educate students to become confident, well-educated young adults prepared to lead happy, successful lives and make contributions to local and global communities.

It is an expectation that all members of the School Community, including parents, carers and guardians, demonstrate and model our Purpose and Values at all times within the School, setting an example with their own actions, behaviour and speech.

Our Purpose

The Scots School Albury places our young people at the centre of their educational experience by providing challenges and opportunities that enable them to flourish as individuals, with others, and within the broader community.

Our Values

At Scots we value students who are:

- | | | |
|-------------|-----------------|---------------|
| - Resilient | - Compassionate | - Ethical |
| - Creative | - Curious | - Resourceful |
| - Inclusive | - Courageous | - Articulate. |

Purpose

This Community Code of Conduct aims to provide guidelines for adult members of the School Community. Specifically, this Code of Conduct is intended to:

1. provide a set of general principles to guide members of the School Community in their interaction with staff, students and other members of the School Community and
2. communicate the School's expectation as to how members of the School Community conduct themselves when on the School grounds or at School events.

Scope

This Community Code of Conduct outlines clear standards of behaviour that are expected of all adult members of the School Community (including parents and guardians, step-parents, relatives, supporters, coaches, carers and invitees of the School), when in the School environment or any location where the School is represented, including when visiting, viewing, participating, supporting or being present for any official, sporting or social activity held by or for the benefit of the School and its students.

This code of conduct covers all forms of communication whether written, spoken or through social media. It outlines our expectations of you and our understandings with respect to key matters such as raising concerns and confidentiality.

This Code is not intended to comprehensively address every situation but acts as a guide.

Parents agree to be bound by this Community Code of Conduct as part of their Enrolment Agreement with the School. Although other members of the school community are not party to that Enrolment Agreement, this Community Code of Conduct will serve as a guide for them about expected standards of behaviour.

The School has in place a Staff Code of Conduct that specifically deals with matters related to staff in their employment with The Scots School Albury. Likewise, the School has a Student Code of Conduct for all Students at the School.

Standards of Behaviour

Members of the community agree that they will act according to these guidelines:

Communication generally

Communications whether verbal or in writing with other members of the School community, including teachers, administration staff, other parents or students should:

- 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.

Behaviour generally

All members of the community are expected to behave with respect, civility and in the manner of a responsible citizen. As a minimum, all community members must:

- Respect and comply with applicable Commonwealth and State Laws
- Demonstrate honesty and integrity
- Ensure that their relationships with students are strictly in accordance with appropriate roles
- 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
- Display proper care and regard for School property and the property of others
- Respect the needs of others to work in an environment of learning and teaching
- Support the Principal and staff in the development of a values led learning community
- Support the School Policies
- Acknowledge the Principal has ultimate responsibility to implement the School Policies
- Be inclusive of all members of the Scots community.

Areas of concern

Community members are expected to:

- Discuss issues or concerns about the School, staff or students directly with the appropriate staff member using accepted communication channels and correct procedures as set out in the School's Communication Policy
- Allow staff to investigate, supervise and manage students without interference
- Not directly approach another parent's child about an issue
- Work with the School to deal promptly with areas of concern following the School's Discipline and Behaviour Management Policy and/or Parent & Student Grievance and Disputes Policy
- Recognise the damage that gossip can do within a community and avoid uninformed speculation, if concerned clarify the matter directly with the School.

Physical safety

Community members are expected to:

- Beware of and follow emergency evacuation procedures
- Comply with requests from the School to produce a Working with Children Check when the School requires one (e.g. volunteering)
- Observe safe work practices which includes complying with relevant health and safety regulations (e.g. wearing protective clothing and footwear, reporting any problems, incidents, injury or property damage as they arise to the teacher-in charge or Principal)
- Not cause, inflict or encourage others to verbally abuse, threaten or inflict physical bodily harm on another person. Violence of any form will not be tolerated
- Not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs whilst attending the School or School related events and activities. The exception is when, in the normal course of

events, the School provides hospitality to members or guests of the School Community in keeping with appropriate legal and hospitality regulations.

Confidentiality, Privacy and Social Media

Community members are expected to:

- Respect the privacy of others and comply with the School's Privacy Policy. This includes ensuring the confidentiality of any class lists or personal information and ensuring that they are not used for the benefit of others or business pursuits
- Refrain from public criticism of the School or any member of the School community i.e. not mentioning or discussing the School in a negative or defamatory way in any public forum, including social media sites
- Not to post pictures of students other than their own children on social networking sites
- Not post negative, malicious or fictitious comments on social networking sites about the School or any member of the School community
- Remove or edit any photos/ comments posted on social media if so notified by the School.

CO-CURRICULAR / EXTRA CURRICULAR ACTIVITIES

This part of the School Community Code of Conduct deals specifically with attendance at co-curricular activities. Parents are welcome to attend sporting events, but should exercise restraint when supporting School teams. When attending or participating in School activities, members of the community are expected to support the following principles:

- Students are involved in School activities primarily for their enjoyment. Spectators should therefore reward the effort of players primarily, so that the results in competitions are accepted without undue disappointment
- Students are expected and encouraged to play by the rules and to behave appropriately. Spectators should reinforce a healthy attitude towards winning and losing by demonstrating a controlled, disciplined approach to competition
- Spectators should behave respectfully and courteously towards players, coaches and officials, showing respect for the rules and authority by word and example
- Students are helped to work towards skill improvement and good sportsmanship. Spectators should not ridicule or yell at a student for making a mistake, losing a game or failing to achieve a certain level
- Students learn best by example. Good play and participation by both the School team and the opposing team should be applauded
- The referee or official's judgement or honesty should not be questioned publicly.
- Spectators should lead by example and support all efforts to remove verbal and physical abuse from co-curricular activities
- The value of volunteers, including coaches, managers and officials should be recognised, as they give of their time and resources to provide recreational activities for all students.

ASSOCIATIONS AND GROUPS

The School has several affiliated bodies. Members of affiliated and support groups are responsible for ensuring that the aims of their group and its practices are consistent with this Code of Conduct.

RESPONSIBILITY FOR OTHER COMMUNITY MEMBERS

Any parent or School Community member who invites a relative, friend, support, carer or other person to be present at any official sporting or social activity held by or for the benefit of the School and its students must at all times be responsible for that person and ensure they act at all times in a manner consistent with this Code of Conduct.

BREACHES OF THIS CODE OF CONDUCT

The consequences to a member of the School Community for breaching this Community Code of Conduct will be determined at the Principal's absolute discretion. The breach will be investigated by a nominated senior member of staff and a course of action will be recommended to the Principal. If a School Community Member fails to observe this Community Code of Conduct after being warned about a breach, the School may:

- Limit or ban any member of the School Community from attending any extracurricular activity;
- Limit or ban any member of the School Community from being on the School grounds in general;

- Limit access to a teacher or teachers/ direct all communications with members of staff via a nominated representative; or
- Terminate the enrolment of the child of that parent.

The School may take such other steps as it may in its reasonable discretion determine appropriate according to the nature of the breach. The member of the community has the right to appeal the school’s decision, as per the School’s Parent & Student Grievance and Disputes Policy Grievance Policy.

The School recognises that the vast majority of interactions within the Scots community are overwhelmingly positive and productive. The School remains very grateful for the on-going support and partnership with the wider School community in the care and development of your children.

Related Documents

1. Parent & Student Grievance and Disputes Policy
2. Communication Policy
3. Discipline and Behaviour Management Policy
4. Privacy Policy

Authorisation

Community Code of Conduct Version: 2017.1		
Adopted by: SLT	Adopted: December 2017	Review: 2 years