



## School Community Code of Conduct

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At St Martin De Porres we have a Code of Conduct for all members of the school community to abide by.

It is designed to create a community of respect and tolerance.

The School Community Code of Conduct reinforces our understanding of the rights and responsibilities each of us has in ensuring we provide an environment where our students can thrive. We are committed to all students, parents, and staff having the right to be and feel safe in their school community.

Upon acceptance of enrolment and as a visitor entering the school premises, or engaging with the school community, all persons are bound to abide by the School Community Code of Conduct.

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.

It establishes clear expectations for appropriate behaviour by adults. It aims to protect children and reduce any opportunity of abuse or harm to members of the school community. This Code of Conduct includes a specific focus on safeguarding children and young people at St Martin De Porres Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes & legislation.

The school reviews the Code of Conduct as required, and the School Community will be notified of any amendments. All members of the School Community are required to adhere to the code of conduct, observe the Child Safe Policy and principles, and adhere to the expectations for appropriate behaviour towards and in the company of children.

Please take a moment to read and familiarise yourself with our School Community Code of Conduct as it is vital to work together to create a safe and respectful environment for everyone at St Martin De Porres primary school.

Please sign the final page as a record that you agree to display behaviours that show your understanding of the rights and responsibilities each of us has in ensuring we provide an environment where our students can thrive and all community members feel safe.



## **St Martin De Porres School Community Code of Conduct**

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### **Introduction**

At St Martin De Porres we have a Code of Conduct for all members of the school community to abide by.

It is designed to create a community of respect and tolerance. The School Community Code of Conduct reinforces our understanding of the rights and responsibilities each of us has in ensuring we provide an environment where our students can thrive. We are committed to all students, parents, and staff having the right to be and feel safe in their school community.

Upon acceptance of enrolment and as a visitor entering the school premise, or engaging with the school community, all persons are bound to abide by the School Community Code of Conduct.

This Code of Conduct includes a specific focus on safeguarding all members of the St Martin de Porres School Community against sexual, physical, psychological and emotional abuse or neglect. It has been developed in accordance with the [Victorian Government's Ministerial Order No 870](#) to support the school's Child Safety Code of Conduct and defines expectations of Parents, Guardians, Carers (referred to as Parents in this document) and those members of the school community, who may, at times, act as volunteers.

### **Purpose**

The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards other adults, students & young people. It aims to protect members of the school community and reduce any opportunity for abuse or harm. This Community Code of Conduct also provides members of the broader school community with guidance and expectations of their behaviour at St Martin de Porres.

### **Scope**

This Community Code of Conduct applies to all staff members (teaching & non-teaching), clergy, casual relief staff, all parents, volunteers, and visitors who are engaged by the school.

### **Implementation:**

When visiting St Martin de Porres Primary School, all parents and visitors are required to:

- Sign in and out during school hours, via the school's Visitor Register, so that their presence in the school is acknowledged and recorded. This not only supports the school's commitment to Child Safety, but also all ensures their safety in the event of an emergency
- Comply with all safety and emergency procedures implemented by the school and in the event of an emergency, whilst on school grounds, follow the instructions given by any member of school staff
- When attending any school assembly, celebration, mass or event, listen respectfully, in the same manner required of students and staff, and refrain from creating any inappropriate noise or disturbance during performances, prayers or speeches by the Principal, staff members, students, visitors or other members of the school community.
- Not discipline or speak to any child about their behaviour. This is the role of staff members and all parents are required to respect this
- Treat other visitors to the school with courtesy and respect
- Accept the authority of the supervising staff member/s. Staff members value and respect parental and visitor involvement and assistance, but they may ask a parent to leave the school activity for any reason including, but not limited to:
  - Parental assistance not being required at the time
  - Parental assistance in the classroom or at the activity is disturbing or distracting to any student or member of staff
  - The parent is not in control of their emotions.

#### Ethical Conduct:

When attending St Martin de Porres Primary School or any school-related event, all members of the community must:

- Refrain from engaging in malicious or judgemental gossip (either directly or online) and ensuring that anything they say about others is fair and truthful
- Refrain from actions and behaviour that constitutes bullying, harassment, discrimination or vilification
- Refrain from offensive, insulting or derogatory language or conduct. This includes wearing clothing with offensive words or insignias
- Not take a photo or video recording of another student, staff or parent without their consent
- Not post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent beforehand
- Disclose the personal details of a student, staff or parent to another person without consent
- Not smoke on school grounds within four metres of any entrance (Victorian Law)
- Not possess alcohol on school grounds, unless this has been sanctioned by the School
- Never possess illicit drugs on school grounds
- Not attend school events if affected by alcohol or other intoxicants
- Show proper care and regard for school property and the property of others.

#### Communication and Interaction with Staff and Parents:

All members of the school community including staff and other parents are entitled to feel respected and safe.

When communicating, staff members and other parents must:

- Interact respectfully with staff, students and other parents at all times
- Not use abusive language or expletives, raise their voice, insult or engage in violent behaviour to anyone on school grounds or at any school-related events
- Avoid physical contact with students
- Not discipline or raise their voice or get involved in verbal altercations with another parent or child
- Respect the privacy of other students, parents, staff, and volunteers within the school community
- Advise the school of areas of potential conflict, such as parenting and family court orders in accordance with relevant laws
- Behave lawfully on school grounds and observe the terms of any order, obligation or undertaking they may be subject to.

Direct Communication with Staff Members:

The priority for staff members at St Martin de Porres Primary School is the wellbeing and education of all students at our school. Staff members are therefore not required to respond to emails and telephone calls instantaneously. They will, however, ensure that they attend to all correspondence within a reasonable timeframe. Parents are reminded that a response to communication should not be expected outside normal working hours or during school holidays unless it is an emergency.

The time available for parents to meet with members of staff is limited and therefore meetings must be scheduled outside teaching hours to prevent disruption to learning time. Correspondence with the staff members should be courteous and respectful at all times.

The Use of Social Media:

Despite the range of positive uses of social media, parents must be mindful that there are also a number of ethical and legal issues associated with its use, which can directly or indirectly affect the welfare of staff members, students, other parents and the school's reputation.

When using Social Media, parents must:

- Not make contact with any student (other than their own) using any form of social media. This is a breach of the school's Child Safety Code of Conduct and may be considered 'Grooming' In accordance with the Victorian Crimes Act 1958 - Sect 49m;
- Not post images or videos of other students without prior consent from their parents
- Not post images or videos on any social media platform of staff without prior consent from the individual
- Not discuss or mention the school, its staff or any members of the school community in a negative or defamatory way
- Be respectful to staff, volunteers, other parents, and/or students
- Not use it as a means to voice grievances about the school members of staff, other students or parents
- Make reasonable efforts to ensure that their children comply with the school's Child Safety, Technologies User Agreement

- Never disclose any confidential information relating to other parents, staff members, volunteers, and/or students to third parties without the individual's express consent
- Never post sexually inappropriate or other material that may damage the reputation of the School.

#### Complaints:

The school takes seriously any issues that are brought to its attention. If parents express their concerns to the school, they can expect to be treated with courtesy and respect in order to try to resolve the matter. As a general guide, minor issues may be raised with the child's teacher. Cases of more serious inappropriate conduct or misconduct ought to be directed to the Principal.

#### Failure to Comply With This Code of Conduct:

Where staff members (teaching & non-teaching), clergy, casual relief staff, all parents, volunteers, and contractors who are engaged by the school are suspected of breaching any obligation, duty or responsibility within this Code of Conduct, St Martin de Porres Primary School will take immediate action to address the concern. Where deemed appropriate, a breach of this Code of Conduct may be referred to Victorian Police.

#### Breaches of the Community Code of Conduct:

Where a breach of the Community Code of conduct has been identified or reported, the Principal will investigate the complaint.

Where the Principal is satisfied that a breach has occurred the following action may be taken.

#### They will:

- Provide a first and final warning that a breach of the Code of Conduct has occurred and that a further breach will not be tolerated
- Determine whether a breach may be rectified by the parent making a private or public apology, depending on the circumstances, to an individual or group of individuals
- Issue a trespass warning to the parent, where the breach concerned unacceptable behaviour on a visit to the school, which, if the behaviour continues, may accelerate to a trespass notice requiring the parent to stay away from the school unless on the school grounds with the express permission of the Principal
- Not respond to correspondence that is in breach of this Code of Conduct, because of the language and expression used or the manner in which it is sent or delivered

Nothing in this Policy precludes any person from exercising their individual legal rights in respect to obtaining restraining and intervention orders, reporting assault, bringing action for defamation, exercising rights under vilification or discrimination laws or in any other way.