



**Overnewton**  
Anglican Community College

# Community Code of Conduct

For Adults



# Contents

<b>Community Code of Conduct for Adults</b>	<b>2</b>
Purpose	2
Scope	2
Policy Statement	2
Definitions	3
<b>Policy Implementation</b>	<b>4</b>
1. Parental Support of College Requirements	4
2. Conduct	4
3. Respect for College Staff	4
4. Communication with the College	5
5. General Communication	5
6. Upholding the Reputation of the College	5
7. Digital Technology (including photographs and online interactions)	5
8. Parent/Guardian Attendance at College Events	6
9. Health and Safety	6
10. Breaches of the Community Code of Behaviours for Adults	6
11. Complaints or Concerns	7
<b>Policy Status and Review</b>	<b>7</b>
Document Details	7
Version Control	7

# Community Code of Conduct for Adults

## Purpose

Overnewton Anglican Community College's (the College) core values of respect, community, learning and excellence are grounded in the Anglican faith, seeing worth and dignity in every person. The College is committed to ensuring a respectful learning and work environment that is safe, productive, and supportive for all students, staff, families, contractors, volunteers, and visitors.

It is expected that all members of the community align with the College values to foster a flourishing and positive environment for all. It is for this reason, that guidelines are provided to the community, making clear the College's expectations with regards to conduct and relationships whilst on the College premises, engaging in College activities and representing the College in the wider community.

The Community Code of Conduct for Adults reflects the College mission to be an inclusive learning environment where the community strives, together, for excellence. The College aims to support and prepare students to be empowered, thoughtful, community-minded citizens. Integral to this mission is for students to learn and live in a community centred on respect and service.

This Code of Conduct provides all community members with clear behaviour expectations, to govern interactions, communication, relationships and the manner in which we carry out our duties and responsibilities.

## Scope

This Code applies to all College community members, including staff, parents/guardians, family members, contractors, volunteers and visitors. The application of this Code is not limited to the College site and school hours; it extends to all activities and events that are College-related and when visiting or representing the College, both in person and online. The Code also requires that the actions of the College Community do not bring the College into disrepute at any time, regardless of whether the action occurs within or outside of College-related activities.

## Policy Statement

The following principles underpin this Code.

All College community members:

- will be valued and treated with respect.
- have a right to expect that the environment of the College, or of any College activity, will be one in which they can feel safe and secure.
- support the students' right to learn and employees' right to teach and work in a professional, child-safe, inclusive, and respectful environment.
- recognise parent's/guardian's right to communicate with the College and engage with other College community members in an atmosphere of mutual respect, order and cooperation.
- will have access to the Community Code of Conduct for Adults via the College website
- have an obligation to support this Code.
- have the right to expect that the Principal and all staff will fairly, reasonably and consistently implement the Community Code of Conduct for Adults.

# Definitions

For the purpose of this policy the following terms are defined.

## ***Ambassador***

- A positive representative or promoter of the College.

## ***Bullying***

- Repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power.

## ***Breach***

- The breaking or violation of this policy.

## ***Child Safety***

- Matters related to protecting all children from exposure to hazards and reducing children's risk of harm.

## ***College Community Members***

- College staff, parents/guardians, family members, contractors, volunteers and visitors.

## ***Conduct***

- Manner in which a person/s behave in a particular situation or place.
- Manner in which an organisation or activity is managed.

## ***Code of Conduct***

- Governs how community members participate and behave.

## ***Discrimination***

- Unjust or prejudicial treatment of different categories of people, particularly on the grounds of race, ethnicity, gender, age or disability.

## ***Duty of Care***

- *The legal duty to take reasonable measures to protect, or at least not cause foreseeable harm, to another person or their property.*

## ***Harassment***

- Abusing, insulting, or otherwise harming a person/s on a regular basis.

## ***Occupational Health and Safety***

- *Practice that manages the safety, health, welfare and wellbeing of people when they are at work.*

## ***Physical Abuse***

- *Any intentional act causing injury or trauma to another person or animal by way of bodily contact.*

## ***Positive Learning Behaviours***

- *Behavioural framework that supports positive, safe and supportive outcomes for all students in their social, emotional, and academic development.*

## ***Pro Social Behaviours***

- Voluntary behaviour intended to benefit others, including friendly interactions, altruism, and actions that reduce stereotypes.

## ***Rights***

- Moral or legal entitlements; including the fundamental normative rules relating to what is permitted of people or owed to people according to legal systems, social conventions, or ethical theories.

# Policy Implementation

## 1. Parental Support of College Requirements

When enrolling, parents/guardians enter a partnership with the College; this includes an agreement to work together to support the development, learning, wellbeing and outcomes of all students. The partnership between the College and parents/guardians requires that they agree to support the mission and values of the College, respect the professional expertise of College staff, model appropriate behaviours for their child/children, and work with the College as it educates and provides wellbeing support for all students.

The College values of respect, learning, community and excellence inform the high expectations of students, staff and family members. Parents/guardians are expected to support and encourage their child/children to meet the College values, for example:

- regular attendance and punctuality.
- active participation and engagement in the full life of the College, such as all learning programs, sporting events, camps and excursions, etc.
- personal presentation (including the correct wearing of the uniform).
- always demonstrating positive learning behaviours.
- interacting positively and respectfully with all community members, the environment, and resources.

## 2. Conduct

It is expected that all College community members will uphold the core values of the College, treating others with dignity, respect, courtesy and kindness always. This includes, but is not limited to, the below examples of expected conduct.

- Behaving in a manner that promotes and protects the health, safety and wellbeing of themselves and others.
- Adhering to the College's child safety and wellbeing policies and procedures and always upholding the College's commitment to child safety.
- Demonstrating positive sporting conduct, fair play and other pro-social behaviours when attending College events.
- Showing appropriate care and regard for the property of the College and others.
- Strictly adhering to College policies and procedures, as required or instructed.
- Attending College events or engaging in College-based activities in a positive, responsible and safe manner at all times.
- Free from the possession and/or use of illicit drugs or harmful substances whilst attending College events or engaging in College-based activities.
- Ensuring that smoking/vaping whilst on the College premises or attending College activities/events is not conducted.
- Abiding by all College health and safety policies and procedures, and those of other locations visited whilst representing the College.
- Being responsible, at all times, for the conduct of any guest, relative, carer or friend invited by the parent/guardian or community member to be present at any official College activity held by or for the benefit of the school and its students. The parent/guardian or community member must be responsible for that person and ensure they act at all times in a manner consistent with this Code of Conduct.
- Refraining from consuming alcohol at College events in the presence of Overnewton students.
- Refraining from any actions or behaviour that constitutes bullying, harassment, discrimination, physical abuse or vilification.
- Upholding positive and cooperative working relationships by approaching all matters in a calm, rational manner and without using offensive or aggressive behaviour or language.
- Referring concerns with a student's behaviour or circumstance to the relevant College staff member who will respond according to the College's child safe practices.

**Note:** *In an emergency where a child is at risk of harm and there is no other authorised and responsible adult present who could take action, common sense would apply, and the parent/guardian may take steps to ensure the child is safe.*

## 3. Respect for College Staff

The staff of the College have the right to work, unimpeded and free from harassment, abuse, discrimination, physical abuse and interference.

Community members are expected to;

- respect the professional expertise, authority and duties of members of staff.
- be respectful of staff commitments and schedules.
- be reasonable in their expectations of staff, such as waiting a reasonable time for replies to enquiries.

- refrain from interrupting or distracting a teacher during teaching and learning time or arrive to speak with staff without prior arrangement.
- recognise the boundary between a staff member's professional environment at the College and their personal lives at home, and in the community beyond the College.
- support the staff and leadership of the College, particularly in matters such as resolving conflict or behaviour management of students.

#### 4. Communication with the College

To foster productive relationships between families and the College, in the interests of all students, communication is important.

Parents/Guardians are:

- encouraged to engage in active dialogue with teaching and support staff regarding their child/children's education and raise matters of concern in a constructive manner.
- to be responsive to concerns raised by the College about their own child/children, including by being cooperative, providing requested information and attending meetings when required.
- to clearly inform the College of parenting arrangements, including court orders that may be in place.
- to promptly inform the College of changed family circumstances if they have the potential to affect a student's learning or physical, emotional, academic, or psychological state. This
- includes serious illness in the family, changed living arrangements, financial crisis and extended leave requests.
- to inform the College about their child's behavioural or educational needs, including by providing updated medical information as it becomes available.
- to complete required forms, documentation and provide permissions in a timely manner, when requested to do so by the College.
- to be aware that a response time for all for communication via email or telephone may be up to two working days. College staff are not expected to provide responses outside of their regular work hours or during school holidays.

#### 5. General Communication

All community members are to treat others with dignity and respect at all times.

This includes;

- courteous and respectful verbal and written communication, free from offensive or hurtful language or aggression.
- seeking to affirm and care for the wellbeing of others.
- refraining from harassing, abusing, belittling or intimidating another member of the community.
- being open and transparent in communication, including providing and receiving of feedback in a kind and solutions-focused manner.
- trusting the College staff to work in the interests of all children and not taking matters in one's own hands.

#### 6. Upholding the Reputation of the College

The College is proud of its reputation and seeks to uphold its standing in the community at all times. Community members are to be positive ambassadors for the College, actively seeking to advance its interests and reputation.

Community members must ensure that their actions do not bring the College or its name into disrepute, including refraining from conduct or communication that would be seen to undermine the reputation of the College, its students, staff, leadership or College community members.

#### 7. Digital Technology (including photographs and online interactions)

The expectations set out in this Code also apply to the use of digital technology and online behaviour and interactions.

Community members are:

- not to take photos, videos, or recordings of students, staff, or other College community members (including their personal details and contact information) without explicit authorisation by the College. This includes taking photos, videos, or recordings of their own children during any College event.
- not to upload photos, videos or other materials of, or relating to, College activities or community members to any social media websites or forums without authorisation by the College. This includes where an image or recording shows a student whilst wearing the College uniform.
- to ensure their actions on social media do not bring the College into disrepute, including refraining from communication that would be seen to undermine the reputation of the College or College community members.
- to refrain from discussing confidential or sensitive College matters online, including in relation to grievances about a particular event/activity, staff member or student.
- not to create any online website, forum, podcast, or social media group which features the College's name in its title, or which may suggest that it is operated or sanctioned by the College.

## 8. Parent/Guardian Attendance at College Events

As valuable contributors to the College Community, parents/guardians are expected to demonstrate their support of their child/children and the College through: Attendance at important school events, such as:

- Parent Information and Parent Education evenings.
- Presentation Night (for families of Year 6-12 students).
- Parent / Teacher / Student Evenings.
- Meetings to discuss pastoral, behavioural or academic progress or concerns, as requested by teachers.
- College celebrations.

In addition, parents/guardians are encouraged to attend:

- Co-curricular events their child/children participate in, such as sporting events, Performing Arts productions and concerts.
- Community events, such as Parents and Friends activities, including the annual College Fair.

## 9. Health and Safety

All adult members of the community are to comply with relevant policies and guidelines as they relate to the occupational health and safety of others within the College Community.

This includes;

- ensuring all visitors to the College during business hours to attend to commitments, maintenance, or other works, including contractors, must sign-in upon arrival, collect the appropriate "Visitor Pass" and sign-out at the conclusion of their visit.
- parents/guardians and visitors to the College being familiar with the College's Emergency procedures. They are to follow the directions of relevant staff should they be onsite or at a College event when an accident, drill or emergency occurs.
- ensuring the health and safety of all members of the College Community, as well as the wider community, at all times during student drop-off and collection times.
- complying with all road/traffic rules, and any College traffic management systems that is in place. This includes adhering to applicable speed limits, not parking in reserved areas, observing all traffic signs, limiting the use of car horns (unless indicating imminent danger), and parking appropriately and safely as per guidelines.

**Note:** *It is expected that parents/guardians will ensure that other individuals involved in their child/children's life, such as other relatives and carers, also comply with this Code.*

## 10. Breaches of the Community Code of Behaviours for Adults

The Principal and College Leadership Team have a responsibility to protect all students attending the College, including other community members, from behaviour which may cause physical, emotional or psychological harm.

Breaches of this Code of Conduct will be viewed as serious. The consequences of breaching this Code of Conduct will be determined at the discretion of the Principal or Principal's delegate (such as a member of the College Leadership Team).

Should an adult's behaviour contravene the College values and principles outlined in this Code, one or more of the following will be actioned.

- A meeting with a member of the College Leadership Team regarding the behaviours demonstrated and the expectations of this Code reiterated.
- Receipt of a written warning regarding behaviours, with future expectations and consequences explained.
- Conditions of future engagement with the College, such as;
  - a ban on attendance at future College events.
  - a ban on entering the relevant school grounds.
  - an instruction to communicate with nominated members of staff only.
- Other actions, as relevant to the breach, such as requiring a written apology, rectification, or involvement in a restorative conversation.
- In the case of prolonged or extreme breaches, or where it is clear that the College and community member do not have aligned values;
  - there may be a permanent revoking of a relationship with a staff member, visitor, contractor or other community member.
  - for current families, the Principal may move to terminate enrolment.

## 11. Complaints or Concerns

The College is committed to the education and wellbeing of each student. It is therefore critical that College community members have the ability to raise genuine complaints or concerns in an appropriate, constructive, and respectful forum. In line with the College Complaints and Appeals Policy, complaints related to breaches of this Code will be managed confidentially. Complainants will not face any form of retaliation or adverse consequence for raising legitimate concerns.

Should any member of the community have concerns about another adult's behaviour, or compliance with this Code, they are to direct their concerns to appropriate College staff.

The College approach to complaints or concerns are outlined in the Complaints and Appeals Policy.

# Policy Status and Review

The Principal is responsible for reviewing and updating the Community Code of Conduct for Adults at least every two years. The review will include input from the Deputy Principal Head of Campus and the Director of Wellbeing. The Risk Management Committee will provide final approval of the policy.

## Document Details

Date Created	2013
Date Reviewed	September 2024
Next Review Date	September 2026
Policy Owner	Principal
Approved By	Risk Management Committee

## Version Control

Version	Date	Description	Reviewed by/Date	Approved by/Date
1	2013	Policy Created	2013	2013
2 & 3	2016 & 2019	Policy Review and Update	2021	2021
4	June 2024	Policy Review and Update Included Child Safety and Policy Definitions	PPWG & SME - June 2024	
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