COLLEGE COMMUNITY CODE OF CONDUCT

ITEM	DESCRIPTION
Authorised By	School Council
Contact	Principal – Telephone +61 7 3262 0229
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COLLEGE COMMUNITY CODE OF CONDUCT

1.   RATIONALE

Clayfield College (herein referred to as the College) promotes the values of respect, integrity and inclusiveness, in keeping with the Christian ethos. The College recognises that the vast majority of interactions within the Clayfield College community are overwhelmingly positive and productive. The College remains very grateful for the ongoing support and partnership with the wider College community in the care and development of your children.

The College believes that community members play a valuable role in the life of the College and all students, parents, teachers, corporate staff and volunteers have the right to be safe and feel safe in their college 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.

The following principles provide the framework for this College Community Code of Conduct:

•   Responsible citizenship involves appropriate participation in the civic life of the College.
•   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, disrespect and other hurtful acts are disruptive and are a direct contradiction of the College's Purpose and Values.
•   Members of the College 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.

2.   SCOPE

This College Community Code of Conduct applies to volunteers, parents (including guardians, step-parents, carers), relatives, friends, supporters and invitees of the College – "Members of the College Community", whether on the College campus or attending any college-related function, event or activity at any other location.

This College Community Code of Conduct covers all forms of communication whether written, spoken or through social media. It outlines the College's expectations and is not intended to comprehensively address every situation but acts as a guide.

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

The College has in place a College Code of Conduct that specifically deals with matters related to staff in their employment with Clayfield College. Likewise, the College has a Code of behavioural and uniform expectations for all students at the College.

3. POLICY STATEMENT

3.1 The College aims to provide an open, welcoming and safe environment for all. The College is a place of learning for students and the rights of the student will be considered.

3.2 We believe that all community members play a valuable role in the life of the College. This College Community Code of Conduct outlines the type of practice we require all adults working and volunteering in our college to follow. We hope it will assist in ensuring the safety and wellbeing of students, families and staff.

3.3 This College Code of Conduct provides guidelines that aim to:

- Promote the effective development of positive relationships within the College Community and encourages the values that are in keeping with the College's purpose and vision.

- Provide members of the College Community with guidelines which promote desirable and appropriate behaviour to ensure that all interaction with students and adults is respectful, honest, courteous and considerate.

- Communicate the College's expectation as to how members of the College Community conduct themselves on social media and when on the College campus or at College events.

- Specifies the consequences for any member of the College Community who does not comply with these standards of behaviour.

4 REFERENCES

4.1 References to other Policy

- PMSA Policies including Code of Conduct and Child Protection
- Clayfield College Positive Behaviour Policy
- Clayfield College Student Bullying Prevention and Management Policy
- Clayfield College Student Code of Conduct (Diary)
- Expectations of Staff Policy
- Grievance Policy

4.2 Legislative and other References
Nil

5. RESPONSIBILITIES
Council
- Endorsing the College Community Code of Conduct
- The body to which any appeal against sanctions applied for breaches of the Code are directed.

Principal
- Ensuring all parents/caregivers, volunteers and visitors are aware of this policy upon arrival and enrolment
- Maintaining currency and relevancy of the College Community Code of Conduct Policy.
- Implementing the standards of conduct as set out in this policy.

Staff Members
- Respecting the individual needs, cultural practices and beliefs of families in all interactions, both verbal and non-verbal.
- Working with colleagues, the College Council and parents/caregivers to provide an environment that encourages positive interactions and supports constructive feedback.
- Providing guidance to parents/caregivers and volunteers through positive role modelling and when appropriate, clear and respectful directions.

Parents and caregivers are responsible for supporting the efforts of the College in maintaining a safe, orderly and respectful learning environment for all students. This necessitates abiding by the College Community Code of Conduct and ensuring that their child does likewise. Parents/caregivers fulfil this responsibility routinely and specifically when they:

- Show an active but non-invasive interest in their child's school work and progress;
- Communicate regularly but not excessively or inappropriately with the College;
- Ensure that their child is appropriately dressed and prepared for school on a daily basis;
- Promptly report to the College their child's absence or late arrival, and
- Work with the College in dealing with disciplinary issues involving their child.
- Agree to and support the College behaviour policies;
- Respectfully communicate with teachers and other College staff at all times, and
- Agree to be bound by the College Community Code of Conduct when they sign the Enrolment Agreement with the College.

Members of Support Groups
- Support Groups are special interest groups within the Parents & Friends Association to serve special educational, spiritual, cultural, social or sporting interests of the students or groups of students of the College.

- Events, seminars and other activities sponsored by the Parents & Friends Association or the Support Groups must be approved by the Principal as appropriate for the College and booked with the Enrolment and Marketing Office to be approved for the College calendar. All activities undertaken should be done so with the approval of the Principal in association with the Coordinator of the activity.

- Support Groups are responsible for ensuring that the aims of their group and its practices are consistent with the College Community Code of Conduct.

Members of the wider College community
- Are expected to respect and uphold the College Community Code of Conduct in all their interactions with the College whether on campus or at College-related functions, events or an activity at any other location.
- Are there to support the respective staff member/co-ordinator, and
- Must never use the platform for their own personal agendas.

Responsibility for Guests
- Any College Community member who invites a relative, friend, supporter, carer or other person (adult or child) to be present at any College 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 College Community Code of Conduct.

6.   PROCEDURES

6.1   Sanctions for any breaches of this College Community Code of Conduct

6.1.1   The consequences to a member of the College Community for breaching this College Community Code of Conduct will be determined at the Principal's absolute discretion.

6.1.2   The breach will be investigated by a nominated senior member of staff and a course of action will be recommended to the Principal.

6.1.3   The sanctions which may be employed include:

- A first and final warning meeting and subsequent letter being issued to inform the relevant person/s of the outcome of the investigation and that another breach of the College Community Code of Conduct will not be tolerated.
- A direction, in the case of a parent/caregiver, that he/she may only communicate with members of staff through a specified College representative.
- Removal from Support Group/s
- A banning from being on the College grounds or attending any co-curricular activity.
- A restraining order being sought against the relevant person through the legal system.
- In the case of an extreme or prolonged breach of this College Community Code of Conduct by a paretn/caregiver, the College may terminate the enrolment of the child/ren of that parent; and
- The College may take such other steps as it deems appropriate, according to the nature of the breach. This could include mediation between the parties involved.

6.2   Right of Appeal

The College's Complaints Resolution Policy 'right of appeal' will apply to any decision made by the Principal under this College Community Code of Conduct. This College Community Code of Conduct has been approved by the College Council and is supplemented by policies, procedures and guidelines developed by the Clayfield College Senior Leadership Team.

6.3   Acceptance by Parents

When signing the Enrolment Agreement and by the act of accepting the enrolment at Clayfield College, parents/caregivers are accepting this College Community Code of Conduct in its entirety.

7.   DEFINITIONS
College Community – parents (including guardians, step-parents, carer), relatives, friends, volunteers, supporters, and invitees of the College.

GUIDELINES - APPENDIX 1

STANDARDS OF BEHAVIOUR

College Community members should act according to these guidelines:

1.   COMMUNICATION

1.1   Use courteous and acceptable written and spoken language. Refrain from the use of profane, insulting, harassing, aggressive or otherwise offensive language.

1.2   Accept that the use of swearing, derogatory terms, sexual jokes, innuendo and other inappropriate language in the College environment or around students will not be tolerated.

1.3   Give encouraging and constructive feedback rather than negative criticism.

2.   EMAIL PROTOCOLS FOR STAFF AND PARENT COMMUNICATION

Responses to emails and telephone calls are not expected to be instantaneous or out of normal working hours, unless of an urgent nature. Normal service standard suggests that an acceptable response time for emails is within 48 hours, excluding weekends.

3.   EMAIL PROTOCOLS FOR STAFF COMMUNICATION

The College recognises that electronic mail (e-mail) is a valuable communication tool that is widely used across our society. Staff members are provided with Clayfield College e-mail accounts to improve the efficiency and effectiveness of communication both within the organisation and with the broader community. The Principal reserves the right to decide if teachers can use e-mail as a means of communication with parents/caregivers.

4.   EMAIL PROTOCOLS FOR PARENT COMMUNICATION

4.1   E-mail may be a fast and convenient way for parents/caregivers to send messages, but this may not be the case for many of the teachers. Some teachers read their e-mail messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers prefer to use the phone to speak directly to parents/caregivers.

4.2   For these reasons, please remember if you choose to send an e-mail message to a member of staff, you may not get an immediate reply. In fact you may not receive an e-mail reply at all, since the staff members will determine how best to contact you: by e-mail, phone, or to schedule a personal meeting.

4.3   When using e-mail, parents:
- Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your child is to wait for you at the office after school or meet you somewhere when the day ends. A teacher may not have time to read your message in a timely fashion. Instead use the telephone to contact Reception, to be sure your message is received and clearly understood.
- Your child's academic/learning progress is best addressed through a telephone conversation or by scheduling a personal conference with the relevant staff member. An e-mail message on these matters is not appropriate.
- Honour the teacher's right to privacy and ensure that there is no expectation to have unlimited access to communication outside of the reasonable bounds of a normal work day.
- Please remember that e-mail is not necessarily confidential and can be subject to FOI (Freedom of Information) regulations. Confidential information should be conveyed by phone or personal contact.

- Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child
- For all medical or health concerns, please contact the College Reception by phone, and your call will be directed to the appropriate staff member.
- Mass e-mail to the College staff must be approved by the Principal before sending the e-mail.
- Emails containing threatening or offensive language will not be responded to.

4.4 The College maintains email accounts for teachers to facilitate parent/caregiver and teacher communication and internal as well as system-wide staff communication. The College reserves the right to block or filter e-mail messages to staff that are not directly related to College business or to the College's educational mission.

4.5 All written forms of communication (emails and letters) issued by the College community groups, should use the Clayfield College Style Guide.

5. CO-CURRICULAR ACTIVITIES

5.1 College Community members are expected to comply with the following principles when attending co-curricular activities, including organisational Code of Conduct, (eg. QGSSSA):

- Young people are involved in co-curricular activities principally for their enjoyment.
- Young people should always be encouraged to abide by the rules.
- Young people should be taught that team commitment is a consideration and they are encouraged to give their best effort.
- 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.
- Young people learn best by example. Applaud good performance by all participants in an activity.
- Do not question the referee's or official's judgement and never his/her honesty.
- Support all efforts to remove verbal and physical abuse from co-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.

6. EXPECTATIONS

6.1 While on College grounds or attending College activities, the College's staff are responsible for the students that are enrolled in the College.

6.2 Parents/caregivers, and other persons attending with children not enrolled in the College are responsible for supervising the behaviour of those children.

6.3 Discipline of students is the responsibility of staff and therefore any matters or concerns related to managing students' behaviour should be referred to staff immediately.

6.4 Under NO circumstances should a student, parent/caregiver or member of staff be approached in a confrontational manner. The proper channels for communication are through the appropriate staff member. Volunteers should make enquiries through the College Enrolments Office.

6.5   Committee Members contact the College Enrolments and Marketing Office who act as a liaison person with the relevant staff member at the College in relation to resource allocation for events.

7.   RELATIONSHIPS

7.1   Ensure that their relationships with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided.

7.2   Respect teachers' preparation time before school and make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting before school, unless pre-arranged.

7.3   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.

7.4   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.

7.5   Respect the legal and moral rights of others and treat them with dignity, civility and respect at all times, and especially when there is a disagreement.

7.6   Respect the value and importance of volunteers within the College community.

7.7   Acknowledge and affirm success in individual and College achievement.

7.8   Refrain from public criticism of College activities and events and children and staff of the College, instead raise concerns with an appropriate senior member of staff.

7.9   Refrain from actions and behaviour that constitutes harassment or discrimination, including inappropriate use of emails or social media such as Facebook within the College Community.

7.10   Be mindful of the hurt and damage social media may cause to staff members and other parents. If you have a complaint or concern, please refer to the Complaints Resolution Policy.

8.   COMPLAINTS

A complaint is a concern about any work or College related act, behaviour, omission, situation or decision that someone thinks is unfair or unjustified. Clayfield College is a learning community where staff, students and parents/caregivers can work together and where everyone should be treated with respect. There may be occasions when parents/caregivers or students have concerns with one or more aspects of schooling (eg. disciplinary procedures, discrimination, harassment and bullying, reports, subject/curriculum issues). Parents/caregivers should follow the Complaints Resolution Policy to lodge their complaint through the appropriate member of staff.

9.   ETHICAL CONDUCT

9.1   Support the College in the development of a Christ-centred learning community based on Christian principles, to work in a co-operative and positive manner.

9.2   Demonstrate honesty and integrity.

9.3   Always act in the best interests of students, their families, and staff members.

9.4   Show proper care and regard for college property and the property of others.

9.5   Take appropriate measures to help those in need.

10.   SAFETY

10.1   Support the College's Policies and acknowledge that the Principal is responsible for implementing the College'sPolicies.

10.2   Comply with all relevant policies and procedures of the College. These are displayed on the College website.

10.3   Be aware of the emergency evacuation procedures.

10.4   Respect and comply with all applicable Commonwealth and State laws.

11.   CONFIDENTIALITY

11.1   Community members are expected to

- Comply with the College's Privacy Policy, by ensuring any class lists and personal information should not be used for the benefit of others, (specifically, must not be used for business pursuits or networking opportunities)
- Refrain from sharing private contact details of a member of the College community without their permission
- Refrain from public criticism of the College or any member of the College community, i.e. Not mentioning or discussing the College in a negative or defamatory way in any public forum, including social media sites
- Never take photographs of other students, without their permission
- Never post pictures of students in College uniform, other than their own children, on social networking sites
- Not post negative, malicious or fictitious comments on social networking sites about the College or any member of the College community, and
- Remove or edit any photos/comments posted on social media if so notified by the College.

12. CONFLICT MANAGEMENT

12.1 Seek staff assistance, if necessary, to resolve conflict peacefully.

12.2 Work with the College to deal promptly with areas of concern.

12.3 Accept staff decisions and follow their directions. Speak with the staff member if there is a problem complying with any directions.

13. COLLEGE COMMUNITY MEMBERS MUST NOT

13.1 Verbally abuse, threaten or inflict bodily harm on another person by any physical aggression or encourage others to do so.

13.2 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 College provides hospitality to members or guests of the College Community in keeping with appropriate legal and hospitality regulations.

13.3 Post College photos, videos or other visual content, including images of students (other than your children) to your social media platforms.