



Doctrina Vitae

Bacchus Marsh  
Grammar

# POLICY

## GOV.014 School Community Code of Conduct

Approved: 20/09/2017



## 1 Statement of Context and Purpose

Bacchus Marsh Grammar promotes values that are in keeping with the School's Mission Statement and in accordance with the values that underpin the Victorian Ecumenical System of Schools, of which it is a member.

All students, parents, teachers and staff have the right to be safe and feel safe in their school 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.

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.

This School Community Code of Conduct sets clear standards of behaviour which are expected of members of the School Community in the School environment or when attending any School related function or activity at any other location.

The Code specifies the consequences for any member of the School Community who does not comply with these standards of behaviour.

## 2 Application

For the purpose of this Policy 'School Community' comprises the Principal, school council members, employees, students, parents, guardians, step-parents, relatives, friends, supporters, direct and indirect contact volunteers, contractors, carers and invitees of the School, when in the School environment or when attending any School related function or activity at any other location. It should be noted that more detailed requirements of staff, volunteers dealing with children and students are outlined in other policies.

Parents/guardians and students agree to be bound by the School Community Code of Conduct when parents/guardians sign the Enrolment Agreement with the School. Although step-parents, relatives, friends, direct and indirect contact volunteers, contractors, supporters and carers of students at the School are not a party to that Enrolment Agreement, this School Community Code of Conduct is a guide for them about expected standards of behaviour.

## 3 Reference Points/Background Papers

- *Working with Children Act 2005 (Cth);*
- *Equal Opportunity Act 2010 (Vic);*
- *Race Discrimination Act 1975 (Cth);*
- *Sex Discrimination Act 1984 (Cth);*
- *Disability Discrimination Act 1992 (Cth);*
- *Age Discrimination Act 2004 (Cth);*
- *Australian Human Right Commission Act 1986 (Cth);*
- *Fair Work Act 2009 (Cth);*
- *Privacy Act 1988 (Cth);*
- *Accident Compensation Act 1985 (Vic);* and
- *Equal Opportunity Policy;*
- *Grievance Resolution and Investigation Policy.*



## 4 Definitions

Word/Term	Definition
School Community	This includes the Principal, school council members, employees, students, parents, guardians, step-parents, relatives, friends, supporters, direct and indirect contact volunteers, contractors, carers and invitees of the School
Social Media	<p>Social media refers to online tools which provide individual users and/or organisations with the ability to create and share content in online communities. Social media tools include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• <b>Social Networking Sites</b> – such as Facebook, LinkedIn, Google+, Instagram, Snapchat, Pinterest</li> <li>• <b>Video/Photo Sharing Sites</b> – such as YouTube, Flickr</li> <li>• <b>Micro-Blogging Sites</b> – such as Twitter, Yahoo Buzz, Meme</li> <li>• <b>Weblogs</b> – corporate, personal or media blogs published through tools such as <b>Wordpress and Tumblr</b></li> <li>• <b>Forums &amp; Discussion Boards</b> – Whirlpool, Yahoo! Groups, Google Groups</li> <li>• <b>Geo-spatial Tagging</b> – such as foursquare</li> <li>• <b>Online Multiplayer Gaming Platforms</b> – such as second life</li> <li>• <b>Instant Messaging</b> – including SMS</li> <li>• <b>Vod and Podcasting</b></li> <li>• <b>Online Encyclopedias</b> – Wikipedia</li> </ul>

## 5 Principles of Conduct

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

- 5.1.1 Responsible citizenship involves appropriate participation in the civic life of the School. 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;
- 5.1.2 Insults, disrespect and other hurtful acts are disruptive and are a direct contradiction of the School’s Mission and Values; and
- 5.1.3 Members of the School 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.

## 6 Parental Role

Parents/guardians play an important role in the education of their children and have a responsibility to support the efforts of the School in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:

- 6.1.1 Show an active but non-invasive interest in their child’s school work and progress;
- 6.1.2 Communicate regularly with the School in a way that is constructive and supportive of their child/ren and the work of the school. All communication written and verbal is to be courteous in its form and content, even when conveying concerns or issues that the writer feels needs addressing.;
- 6.1.3 Help their child/ren be neat, appropriately dressed and prepared for School;
- 6.1.4 Ensure that their child/ren attends School regularly and punctually;



- 6.1.5 Promptly report to the School their child's absence or late arrival;
- 6.1.6 Become familiar with the School Community Code of Conduct and School Rules;
- 6.1.7 Encourage and assist their child/ren in following the standards of behaviour;
- 6.1.8 Work with the School in dealing with disciplinary issues involving their child/ren;
- 6.1.9 Do not intrude into the working space of the school in a way that distracts students or interrupts the learning of either their child or others;
- 6.1.10 Encourage their child/ren to understand the importance of education and reinforce the school's inculcation of the values of hard work and self-discipline;
- 6.1.11 Reinforce the importance and value of both academic and practical pursuits; and
- 6.1.12 At no times behave in a threatening, intimidating or violent fashion towards other members of the school community.

## 7 Standards of Behaviour

### 7.1 School Community members must:

- 7.1.1 Accept that the use of swearing, derogatory terms, sexual jokes, innuendo and other inappropriate language in the School environment or around students will not be tolerated;
- 7.1.2 Ensure that their relationships with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided;
- 7.1.3 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;
- 7.1.4 Respect and comply with all applicable Commonwealth and State laws;
- 7.1.5 Demonstrate honesty and integrity;
- 7.1.6 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;
- 7.1.7 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;
- 7.1.8 Show proper care and regard for School property and the property of others;
- 7.1.9 Take appropriate measures to help those in need;
- 7.1.10 Support the School's Policies;
- 7.1.11 Acknowledge that the Principal is responsible for implementing School Policies and has responsibility for the behaviour and management of all activities on the school site;
- 7.1.12 Work with the School in a reasonable fashion to deal promptly with areas of concern;
- 7.1.13 Acknowledge and affirm success in individual and School achievement;
- 7.1.14 Seek staff assistance, if necessary, to resolve conflict peacefully; and
- 7.1.15 Be supportive of the School and its program. This does not preclude having and raising reasonable concerns/issues about particular matters, however, if a member of the community has wide ranging difficulties with the direction, ethos or management of the school, they need to reflect on their continued involvement with the school.

### 7.2 School Community members must not:

- 7.2.1 Use any object (whether as a weapon or otherwise) to threaten or intimidate any other person;
- 7.2.2 Cause injury or possible injury to any person by the use of any such object;
- 7.2.3 Verbally abuse, threaten or inflict bodily harm on another person by any physical aggression or encourage others to do so;
- 7.2.4 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 School provides hospitality to members or guests of the School Community in keeping with appropriate legal and hospitality regulations;



- 7.2.5 Be particularly responsible in displaying courtesy and obeying road and traffic regulations whilst on school property or access routes; or
- 7.2.6 Community Members must not; record any conversation in the course of their activities at Bacchus Marsh Grammar; using an electronic device; or publish or communicate a recording of any conversation, without the express permission of all parties of the conversation. Explicitly exempted from this ban are conversations or aspects of meetings which may be recorded incidentally as part of the school's CCTV system.

## 8 Social Media

The School community is expected to show respect to others and are also expected to give due respect to the reputation and good name of Bacchus Marsh Grammar.

When using social media, members of the School community are expected to ensure they:

- 8.1.1 do not use Bacchus Marsh Grammar's name or logo to create social media pages;
- 8.1.2 do not speak on behalf of Bacchus Marsh Grammar, or imply that they are speaking on behalf of Bacchus Marsh Grammar, on social media;
- 8.1.3 not upload or circulate photos or videos of Bacchus Marsh Grammar students;
- 8.1.4 Respect the rights, privacy and confidentiality of others;
- 8.1.5 Do not impersonate or falsely represent another person;
- 8.1.6 Do not post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, threatening, violent, racist, sexist, pornographic, infringes copyright or is otherwise lawful or might cause damage to the School's reputation or bring it into disrepute; and
- 8.1.7 Do not harm the reputation and good name of Bacchus Marsh Grammar.

## 9 Extra-Curricular Activities

School Community members are expected to comply with the following principles when attending extra-curricular activities:

- 9.1.1 Young people are involved in extra-curricular activities principally for their enjoyment;
- 9.1.2 Young people should always be encouraged to abide by the rules;
- 9.1.3 Young people should be taught that honest effort is as important as victory, so results are accepted without undue disappointment;
- 9.1.4 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;
- 9.1.5 Young people learn best by example. Applaud good performance by all participants in an activity;
- 9.1.6 Do not publicly question the referee's or official's judgement and never his/her honesty;
- 9.1.7 Support all efforts to remove verbal and physical abuse from extra-curricular activities;
- 9.1.8 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
- 9.1.9 Do not approach a referee or official at any stage during or immediately after an event, except in appreciation.

## 10 Responsibilities for Guests

Any School Community member who invites a relative, friend, supporter, carer or other person to be present at any School 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 Code of Conduct.

## 11 Communication of Policy Including key responsibilities

Bacchus Marsh Grammar will ensure that all relevant stakeholders are aware of their responsibilities as stated in this policy.

## 12 Consequences of a Breach of this Policy

The consequences to a member of the School Community for breaching this Code of Conduct will be determined by the Principal in accordance with the Bacchus Marsh Grammar Complaints Policy and may include one or more of the following:

- 12.1.1 The School may ban any member of the School Community from attending any Extra - curricular activity;
- 12.1.2 The School may ban any member of the School Community from being on the School grounds in general;
- 12.1.3 The School may direct that any parent may only communicate with members of staff through a nominated School representative;
- 12.1.4 In the case of extreme or prolonged breach of this Code of Conduct by a parent, the School may terminate the enrolment of the child of that parent; and
- 12.1.5 The School may take other steps that it may in its reasonable discretion determine appropriate according to the nature of the breach.

## 13 Right of Appeal

The Bacchus Marsh Grammar Grievance Resolution and Investigation Policy will apply to any decision made by the Principal under this Code of Conduct. The Grievance Resolution and Investigation Policy is accessible on, and can be downloaded from, the School's website.

## 14 Implications for practice

### 14.1 At Board/Principal Level

To properly implement this policy, Bacchus Marsh Grammar, the Board and/or the Principal must ensure:

- 14.1.1 that this policy is endorsed on an annual basis;
- 14.1.2 that copies of this policy are made available to all relevant stakeholders, for example on the Bacchus Marsh Grammar intranet, in physical form in the staff room and on employee bulletin notice boards;
- 14.1.3 that this policy is incorporated into the Board's / Principal's record of current policies;
- 14.1.4 that this policy is incorporated into Bacchus Marsh Grammar's induction program, to ensure that all employees are aware of the policy, have read and understood the policy, and acknowledge their commitment to comply with the policy; and
- 14.1.5 that periodic training and refresher sessions are administered to all employees in relation to this policy.



## 14.2 At Other Levels

14.2.1 To properly implement this policy, all Bacchus Marsh Grammar's stakeholders must ensure that they will abide by this policy and assist Bacchus Marsh Grammar in the implementation of this policy.

## 15 Adoption

15.1.1 This policy has been adopted by a resolution of the School Council

15.1.2 This policy will be reviewed at least once every two years

## 16 Authorisation

<b>Council Document No.</b>	GOV. 014	
<b>Council Document Name</b>	School Community Code of Conduct	
<b>Approval Authority</b>	Chairperson BMG School Council	
<b>Administrator</b>	Secretary to BMG Council	
<b>Approval Date</b>	20 September 2017	
<b>Effective Date</b> <small>[Current version if different from amended date]</small>	20 September 2017	
<b>Amendment History</b>	Amended 19 <sup>th</sup> September 2017	
<b>Date of Next Review</b>		To be reviewed at least once every two years