

COMMUNITY
CODE OF
CONDUCT
for Adults



OVERNEWTON
ANGLICAN COMMUNITY COLLEGE



Principles underpinning this Community Code of Conduct



For the purpose of this code, the College community comprises staff, parents, guardians and volunteers.

The Community Code of Conduct for Adults is framed to reflect closely the goals of the College's mission statement. It provides parameters for staff, parent, guardian and volunteer interactions with other members of the College community.

The following principles underpin this code:

- All College community members should be valued and treated with respect and courtesy. They 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.
- Students have the right to learn, teachers have the right to teach, and educational support staff have the right to work in a child-safe and equitable environment.
- Parents have the right to communicate their concerns and engage with other College community members in an atmosphere of mutual respect, order and cooperation.
- Students and parents have the right to expect that the Principal and staff will fairly, reasonably and consistently implement the Community Code of Conduct.
- The Community Code of Conduct for Adults will be available for all members of the College community to access.
- Staff, students and parents have an obligation to support this Code.

1] Parental support of College's requirements.

The partnership between the College and parents/guardians requires that parents seek to ensure that the students are meeting the College's requirements with respect to;

- Attendance and punctuality
- Participation
- Presentation (including the wearing of correct College uniform)
- Homework
- Behaviour



2] Staff, parent, guardian and volunteer behaviour.

- All College community members should speak with others in a manner that is encouraging, respectful and supportive. Language or behaviour that is offensive, aggressive, profane, insulting or hurtful must be avoided at all times. Courtesy is expected at all times.
- All adults should be mindful of, and sensitive to, the presence of students and consistently encourage and model sportsmanship and other pro-social behaviour on College premises and at all College events.
- Parents should discourage harassment, bullying, anti-social and violent behaviour in students and should communicate any concerns directly to the appropriate College staff. Management of students during school activities is the responsibility of the College's staff and parents should not contact other parents directly to discuss these matters.
- Parents are encouraged to be positive ambassadors for the College and refrain from public criticism of College community members, including staff, students and other parents.
- Smoking is not permitted on the College's premises or at a College event involving children. Alcohol must not be consumed at any College event in the presence of the College's students, unless authorised by the College Principal.
- Without authorisation by the College, parents are not permitted at any time to upload photos, videos or other materials containing footage of College activities onto any social media websites or forums.
- All adults will foster and maintain a child-safe environment and agree to always interact with students in a professional manner.

An adult's response to a student's behaviour or circumstance should be commensurate with the student's age and vulnerability and the adult's responsibility for the care, safety and welfare of the student (I.e. teacher/student relationship). All adult members of the College community are required to:

- Uphold the values of the College and model these to the children and understand the College's protocols and expectations as outlined in the various policy, curriculum, handbooks and other documents.
- Support the staff and leadership of the College; especially in matters concerning behaviour management; thereby helping students to develop a sense of responsibility, accountability and respect for authority.
- Approach all matters in a calm, rational manner and without using offensive or aggressive behaviour or language, which can become a barrier to the successful resolution of the issues at hand and to the development of positive working relationships.
- Recognise the boundary between the teacher's professional environment at the College and the teacher's private environment at home and in the community beyond the College.
- Appreciate that, from time to time, it is normal for tensions and disagreements to occur both within the College and in the relationship between the College and home. These tensions can be overcome and resolved with mutual respect, goodwill and a commitment to working together.

3] Communication.

- Parents and guardians are encouraged to engage in active dialogue with teaching and education support staff regarding their child's education and raise matters of concern in a constructive manner.
- Parents and guardians are encouraged to use the designated means of communication, such as the College diary, letters, email, telephone and face to face interviews, as means of communication with teachers and other College staff.
- Parents should make an appointment in advance when wanting to speak with a member of staff. Most teachers and leadership staff spend much of their day in class so parents, guardians and volunteers should not expect to have immediate access to them.
- Grievances should be brought to the relevant staff member in the first instance. For student related matters, this would be the pastoral care or subject teacher or, for matters of a repeated or serious nature, the relevant Head of School.
- Families are also encouraged to inform the College if family circumstances change to the extent that they have the potential to affect a child'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.

4] Parent and guardian attendance at College events.

It will be important for parents and guardians to engage with the College by supporting and attending College events. It is important that they attend the following events:

- Presentation Night (For families of Year 5-12 students)
- Parent Information and Parent Education evenings
- Parent / Teacher / Student Nights
- Meetings to discuss pastoral, behavioural or academic issues that, as requested by teachers.

In addition, parents and guardians are encouraged to attend:

- Co-curricular events that their children are participating in such as sporting events, drama productions and music concerts.
- Community events such as Parents and Friends activities, including the College Annual Fair, which provide great opportunities for parents to engage with other families within the College community.

5] Contribution.

The involvement of parents and guardians is a good indicator of the strength of the College community and all parents and guardians are required to contribute to the College as part of the Family Involvement Program.

An important way that parents and guardians are able to support the College is by committing to pay College fees and other costs within the requested timeframes. All parents and guardians are asked to contact the College administration office if the payment of College fees becomes a problem so that alternative arrangements can be made or assistance given.



6] Safety.

- All adult members of the community are asked to comply with all relevant policies and guidelines as they relate to the occupational health and safety of others within the College community.
- All visitors to the College are required to sign in. Parents and guardians are especially asked to be familiar with the College's Emergency procedures and follow the directions of relevant staff should they be onsite or at a College event when an accident, drill or emergency occurs.
- All people visiting the College during business hours to undertake Family Involvement Program commitments, maintenance or other works, including contractors, must sign in on the available visitor books, collect the appropriate 'Visitor Pass' and sign out at the conclusion of their visit.

Breaches of the Community Code of Behaviour for adults

Should an adult's behaviour contravene the ideals and principles contained in this code, the College Leadership Team has a responsibility to protect the College's students and other community members from behaviour which is, or potentially, physically or emotionally harmful.

Where necessary, a member of the College's Leadership Team will contact the parent, guardian or volunteer and discuss the nature of the concern. If the behaviour of the parent, guardian or volunteer at a College event was thought to be bringing the College, or members of the College community into disrepute, that person may be requested not to attend certain future College events and due process may apply. In certain circumstances, the behaviour of a parent or guardian may result in the discontinuation of the family's enrolment at the College. Where it is considered that the behaviour of an adult poses a threat to the safety of other community members, the police may be contacted.

If the behaviour of a member of the College's staff is in question, the matter will be dealt with under the protocols of the Staff Code of Conduct and, where necessary, due process may apply.



OVERNEWTON
ANGELICAN COMMUNITY COLLEGE

Keilor Campus

A | 2-50 Overnewton Road Keilor 3036 T | 03 9334 0000 F | 03 9336 1835

Taylors Lakes Campus

A | 39-57 Robertsons Road Taylors Lakes 3038 T | 03 9334 0000 F | 03 9390 5144

overnewton.vic.edu.au