



Community Code of Conduct Policy

Version Control:	1.16.02.22
Date of implementation:	21 February 2022
Date for review:	2025
Classification:	Policy C
Approved by:	Principal/ CEO
Approved on:	16 February 2022
Responsible:	Executive

Community Code of Conduct Policy

1. Purpose

Bayside Christian College believes that community members play a valuable role in the life of the College and that all students, parents, teachers, support staff and volunteers have the right to be safe and feel safe in their College community. The purpose of this policy is to clearly articulate Bayside Christian College's expectation with respect to the behaviours expected within our community.

This Code of Conduct:

- provides 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.
- assists in promoting the Values of the College which are in keeping with the College's Mission, Motto and Expectations; and
- specifies the consequences for any member of the College Community who does not comply with these standards of behaviour.

2. Principles

- 2.1 Underpinning this policy, is the premise that Bayside Christian College (the College) is committed to providing all students, parents, teachers, support staff and volunteers with a working and learning environment free from aggressive, threatening, violent behaviour. To be clear this includes the non-acceptance of abusive or foul language or conduct. The policy sets a reasonable expectation for behaviour at Bayside Christian College for all who enter and have business on our Campus.
- 2.3 Any actions which may constitute such inappropriate behaviour are unacceptable, contrary to the College's values and will not be tolerated.
- 2.5 This policy applies to all members of the community and those visiting our Campus.
- 2.6 The Principal/CEO expects all members of the community to adhere to this policy and to ensure all members of our community are respected and feel safe at all times.
- 2.7 This Code of Conduct:
 - provides 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.
 - assists in promoting the Values of the College which are in keeping with the College's Mission, Motto and Expectations; and
 - specifies the consequences for any member of the College Community who does not comply with these standards of behaviour.

3. Policy

RESPONSIBILITIES

The **College Board** is responsible for developing and setting the Values and expectations that are the basis of this policy..

The **Principal/CEO** is responsible for:

- Ensuring all parents/guardians, staff, volunteers, students and visitors are aware of this policy upon arrival, employment and enrolment;
- Maintaining currency and relevancy of the Code of Conduct Policy; and
- Implementing the standards of conduct as set out in this policy.

Staff members are responsible for:

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

Parents/guardians are responsible for supporting the efforts of the College in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:

- Show an active but non-invasive interest in their child's College work and progress;
- Communicate regularly with the College;
- Help their child be neat, appropriately dressed and prepared for College;
- Ensure that their child attends College regularly and punctually;
- Promptly report to the College their child's absence or late arrival;
- Familiarise themselves with this College Community Code of Conduct;
- Encourage and assist their child in following appropriate standards of behaviour;
- Support the College in dealing with disciplinary issues involving their child;
- Ensure respectful communication with College teachers and other College staff; and
- Agree to be bound by this College Community Code of Conduct when they sign the Enrolment Contract or indeed maintain their child's enrolment at the College.

Members of Affiliated and Support groups (eg P&F and individual supporter's groups) are responsible for ensuring that the aims of their group and its practices are consistent with this Code of Conduct.

Members of the wider College community (including members of the Alumni) are expected to comply with this Code of Conduct in all their interactions with the College whether in the College or attending a College-related function, event or activity at any other location. This includes contractors who maintain a business relationship with the College.

Responsibility for Guests

Any College Community member who invites a relative, friend, supporter, carer or other person (adult or child) to be present at a College related function or activity at any location is responsible for that person and must ensure that they act at all times in a manner consistent with this Code of Conduct.

STANDARDS and EXPECTATIONS

Members of the College Community will act according to these guidelines:

Communication

- Use courteous and acceptable written and spoken language;
- The use of profane, insulting, harassing, aggressive or otherwise offensive language (including swearing, derogatory terms, sexual jokes and innuendo) in the College environment and/or around students will not be tolerated; and
- Give encouraging and constructive feedback rather than negative criticism.

Relationships

- Ensure that relationships with students are strictly in accordance with appropriate roles and no favoritism or special treatment is displayed;
- Ensure that physical contact with students is appropriate given the age of the student and the nature of the relationship, such that no behaviour nor action could ever be considered inappropriate;
- Ensure professional boundaries are maintained in the teacher/student relationship;
- Respect diversity in people, their ideas and opinions and treat others fairly regardless of their race, ancestry, place of origin, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- Respect the legal and moral rights of all members of the community and treat them with dignity, civility and respect at all times, and most especially when there is a disagreement;
- Respect the value and importance of volunteers within the College community;
- Refrain from public criticism of College activities, events, parents, children or staff of the College; and
- Refrain from actions and behaviour that constitute harassment or discrimination, including inappropriate use of emails or social media such as Facebook within the College Community.

Ethical Conduct

- Support the College in the development of a values-based learning community;
- Always act in the best interests of students, their families, and members of staff;
- Demonstrate honesty and integrity at all times;
- Show proper care and regard for College property and the property of others; and
- Take appropriate measures to help those in need.

Safety

- Respect and comply with all applicable Commonwealth and State laws;
- Support the College's policies and acknowledge that the Principal/CEO is responsible for implementing them;
- Be aware of student protection protocols and in particular the College's Child Protection Policy which aims to ensure the safety and wellbeing of students; and
- Be aware of the emergency evacuation procedures.

Confidentiality

- Comply with the College's Privacy Policy;
- Class list and personal information should not be used for the benefit of others, (specifically, must not be used for business pursuits or networking opportunities).

Conflict Management

- Work with the College to deal promptly with areas of concern;
- Seek assistance from staff if necessary to resolve conflict peacefully;
- Work to resolve any conflicts that arise between parents and staff peacefully, respectfully and with an understanding of the shared obligations and accountabilities on all parties; and
- Accept staff decisions and utilise Grievance and Dispute Resolution processes if required. Make every attempt to 'go direct' and try to resolve conflict at the level of concern.

Maintaining Physical Safety

In particular, Members of the College Community must not:

- Use any object (whether as a weapon or otherwise) to threaten, intimidate or cause injury to any other person by the use of any such object;
- Verbally abuse, threaten or inflict bodily harm on another person by any physical aggression or encourage others to do so;

- Be in possession of, or under the influence of, or provide others with, alcohol at College related activities, or within College grounds. The exception is when, in the normal course of events, the College provides or permits hospitality to members of the College Community in keeping with appropriate legal and hospitality regulations; and
- Be in possession of, or under the influence of, or provide others with, illegal drugs.

Extra-Curricular Activities

When attending or participating in College activities, Members of the College Community are expected to support the following principles:

- Accept that students are involved in College activities primarily for their enjoyment and therefore reinforce a healthy attitude towards winning and losing by demonstrating a controlled and disciplined approach to competition;
- Students learn best by example. Encourage students to play by the rules, behave appropriately and applaud the opposing team at the end of each activity;
- Behave respectfully and courteously towards players, coaches and officials, showing respect for the rules and authority by word and example (avoid ridicule or chastising a student for making a mistake, losing a game or failing to achieve a certain level);
- Assist and encourage students to work towards skill improvement and good sportsmanship;
- The referee or Official's judgement or honesty must not be questioned in a confrontational manner in front of other people; and
- Recognise the value of volunteers, including coaches, managers and officials, as they give their time and resources to provide recreational activities for all students.

4. BREACHES OF THIS CODE OF CONDUCT

The consequences to a member of the College Community for breaching this Code of Conduct will be determined at the Principal/CEO's and/or College Board's absolute discretion and may result in the Member(s) of the College Community being:

- Banned from attending any extra-curricular activity;
- Banned from being on the College grounds in general;
- Directed to restrict communications with members of the teaching staff through a nominated College representative;
- In the case of a significant or repeated breach of this Code of Conduct by a parent, the College may terminate the enrolment of the child of that parent; and
- The College may take other steps as it may in its reasonable discretion determine appropriate, according to the nature of the breach. This could include mediation between the parties involved, disciplinary action for members of staff, legal action, including both civil proceedings or if appropriate formalising a complaint with the Queensland Police Service.