

COMMUNITY CODE OF CONDUCT

OBJECTIVE

Three Codes of Conduct for staff, students and community members have been established in consultation with various College affiliated bodies. It is a condition of enrolment for parents and students and employment for staff that the principles outlined below are upheld. For those who are members of the various College affiliated and support groups it is an expectation of membership and association. This is to ensure that the Wesley community is united in providing an inclusive, safe and respectful environment and the reputation of the College is maintained at the highest level. It also ensures that the Christian ethos, educational philosophies and values of the College are maintained.

The Community Code of Conduct sets out the responsibilities and expectations for parents, guardians, carers, members of College affiliated and support groups, volunteers and other members of the Wesley community. It also underpins key policies and procedures that outline important College principles, approaches and day-to-day operations.

RATIONALE

The Community Code of Conduct is informed by the following *Overarching Statement*.

Wesley College believes that all community members play a valuable role in the life of the College and have the right to feel safe, secure and supported in the community. The College also strives to nurture and uphold an inclusive culture where everyone feels a meaningful sense of belonging and connection.

Members of the Wesley community are expected to act in accordance with our Core Values of Respect, Integrity, Courage and Compassion, upholding the ethos and reputation of the College.

The Codes of Conduct apply to Council Members, staff, contractors, consultants, volunteers, coaches, students, parents, members of affiliated and support groups, relatives and guests of the College, whether in the College or attending any College-related function, event or activity at another location.

These Codes have been developed to ensure consistency with the Australian Human Rights Commission's (Child Safe Organisations) Example Code of Conduct and the National Child Safe Organisation Principles.

The *College Council* is responsible for endorsing the Codes of Conduct.

The *Head of College* is responsible for ensuring all members of the College community are aware of the Codes of Conduct and for implementing the standards of conduct as set out within these Codes.

Staff members are responsible for respecting diversity, individual needs, cultural practices and beliefs of community members; providing an environment that encourages positive interactions; supporting constructive feedback; and providing guidance through positive role modelling and when appropriate, clear and respectful directions. Given that volunteers and contractors may not have access to the Staff Code of Conduct,

staff are obligated to ensure that the activities of volunteers and contractors comply with the Code.

Parents (includes guardians, step-parents and carers) are responsible for supporting the efforts of the College in maintaining a safe and respectful learning environment for all students and in modelling the College's core values. Parents fulfil this responsibility through respectful communication and engagement with College teachers and staff around their child's progress at school (includes supporting the College in matters of punctuality, absence, late arrival or early departure, behaviour and dress standards) and with staff and other parents around College events, activities and otherwise.

Students are responsible for treating all members of the College community with respect; upholding the rights of their peers to be educated in a safe learning environment; maintaining the highest of standards (dress, behaviour, punctuality, engagement, achievement, participation); representing the College in all activities in a manner that is consistent with the College's core values.

Members of affiliated and support groups (including P & F, Wesleyanans, PSGs ect.) are responsible for ensuring that the aims of their group and its practices are consistent with the Codes of Conduct.

OWCA Members are expected to support the College in upholding the ethos, reputation and values of the College. In doing so, members are required to comply with the Codes of Conduct in all their interactions with the College whether on campus or when attending a College-related function, event or activity at any other location.

Any College Community member who invites a relative, friend, supporter, carer or other person (adult or child) to be present at a school related function or activity at any location is responsible for that person and must ensure that they are aware of the expectations outlined in the Codes of Conduct.

DEFINITION

College

In the local context, College means the Wesley College campus, buildings, grounds and facilities that belong to or are under the control of the College and adjacent lands when used for College activities. In the wider context, the College includes off campus activities whether partly or wholly under the direction or control of the College such as off campus sports training, away sports fixtures, camps, excursions, interstate and overseas tours and the use of social media.

College Activity

An activity that is organised or managed by a member of the teaching staff or non-teaching staff as part of their duties.

Duty of Care

Duty of care is a duty to take reasonable measures to protect students against risks of injury that could reasonably have been foreseen. The duty is not to ensure that there is no injury or harm but to take care to prevent foreseeable injury or harm.

SCOPE

This Code of Conduct applies to and is binding for all parents, guardians, carers, OWCA members, Wesleyana members, P & F members, PSG members, volunteers and other members of the Wesley community.

POLICY STATEMENT

General Expectations

- As members of the Wesley College community the following behaviours and standards are expected:

Respectful Conduct

- Respect the diversity that exists within our community and treat people fairly and with dignity and respect at all times. This includes respecting other people's ideas and opinions, their legal and moral rights and differences in race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender identity, sexual orientation, age and/or disability.
- Comply with the College's policies, procedures and guidelines, including, without limitation, to this Community Code of Conduct.
- Be a positive role model, and in doing so, uphold the ethos and values of the College.
- Not use profane, insulting, harassing, aggressive, overly personalised and/or otherwise offensive language (including swearing, derogatory terms, vilification, inappropriate jokes and/or innuendo) in the College environment, at any College Activity and/or around students.
- Understand the negative impact that gossip can have within a school community, and avoid commentary which is damaging and unconstructive (including uninformed rumour or speculation) with other members. This includes verbal, social media or other forms of communication.
- When attending College sporting events, performances and/or other events, demonstrate appropriate conduct. This includes behaving respectfully and courteously towards players, participants, coaches, opposition visitors and showing respect for the rules, authority and spirit of the competition by word and example.

Communication with the College and Staff

- Be responsive to concerns raised by the College and College staff members, including being cooperative and open to invitations to discuss matters. When constructive feedback is provided, accept that it is being given with the intention of alleviating or resolving concerns and ultimately making the College a better place for all community members.
- Respect the rights, safety and wellbeing of all community members. This requires members of the College community to be mindful of maintaining appropriate professional and personal boundaries when interacting with staff. It is also essential that all community members are treated with dignity and respect at all times.
- Communicate with other members of the College community in a manner that is courteous and respectful. This includes written and spoken language, whether in person, via telephone, email or in online forums. When providing feedback, it should be constructive in nature with consideration given to appropriate format, timing and context.

College Property, Health and Safety

- Comply with all reasonable directions given by the College staff or other duly authorised College delegates.
- Comply with occupational health and safety and risk-management policies and procedures. This includes the use of College facilities and resources as per applicable booking and usage policies and procedures.
- Demonstrate appropriate care and regard for College facilities and property. Visitors and users should promptly report any damage to the College. Users may be liable for costs associated with damage to facilities and property.
- Not smoke (including vaping) on College premises or at College Events and not use, carry or be under the influence of illicit drugs.
- Comply with College policies and legislation regarding the consumption and service of alcohol. This includes not bringing or drinking alcohol on campus or at a College event, unless approved. When alcohol service is provided, community members are expected to role model responsible consumption and behaviour.
- When attending or visiting the campus, be mindful and respectful of the College's residential and business neighbours. This includes abiding by all applicable laws.

Privacy and use of College information

- Not set up any online website, forum or group which features the College's name or any derivative of its title unless formally approved by the College.
- Not use or share any personal or private information that is provided by the College, the P & F, PSGs, OCWA or the Wesleyanas, except as expressly authorised.

Expectations of Parents

At Wesley, we understand that parents (including legal guardians) are, and always will be, the primary educators of their children. We know that family involvement in the College community, including supporting and upholding the College values, standards and policies, has a positive correlation with student learning and behaviour. Therefore, we recognise that the work we do as a College is most successful when we operate in a true partnership with home and College.

As well as the expectations above, the following requirements are outlined specifically for our parents. As a parent or guardian you should:

- Encourage your child(ren) to actively participate in the life of the College including the breadth of sporting, co-curricular activities, community service and outdoor learning camps. Please note that PSA sport is compulsory and a condition of enrolment for all students from Years 5 to 12.
- Ensure the College remains informed about your child's behavioural, educational, health or social/emotional needs. This requires the provision of updated medical information

as it becomes available or changes. In doing so, parents and guardians are advised that while the College will take into account any new information, it cannot always accommodate every individual need.

- Keep the College informed about a child's parenting arrangements, including any court orders that may be in place and ensure that any updated/amended orders are provided to the College in a timely manner. However, parents should not involve the College in family disputes, expect the College to act as the go-between or provide information that may contravene court orders, policies and/or legislation.
- Be mindful of taking photos, videos or other recordings of a student without the consent of that student's parent or guardian. This, and other personal information, concerning a staff member, parent, student or other member of the College community should not be published online or elsewhere without express consent.
- Parents and guardians should not communicate directly with another student about an issue concerning their own child. Further, parents and guardians must not attempt to discipline a student who is not their child and should not be aggressive or hostile when communicating (verbally or non-verbally) with another family or their child.
- If a parent is a member or representative of a parent support group (including the P & F), they are to be mindful of the purpose of the group and their associated role. In particular, parents are to refrain from bringing personal agendas, raising confidential matters and/or using it as an opportunity to air complaints or grievances.

Breaches of this Code of Conduct

The consequences for breaching this Code of Conduct will be determined at the discretion of the Head of College, Deputy Heads and/or Chair of Council and may result in the member(s) of the College community being:

- Invited to attend a meeting to discuss the matter and/or take part in a mediation process;
- Directed to restrict communications with members of staff through a nominated College representative;
- Banned from attending one or more College activity;
- Banned from being on the College grounds for a set period of time or permanently;
- Issued with a formal caution;
- In the case of an extreme or prolonged breach of this Code of Conduct by an OWCA member, P & F member, PSG member or Wesleyana member, suspension or termination of membership and exclusion from activities operated by these entities may result; or
- In the case of an extreme or prolonged breach of this Code of Conduct by a parent, the College may terminate the enrolment of the child(ren) of that parent.

The College may take other steps as deemed appropriate, according to the nature of the breach.

Complaints and Grievances

The College's complaints and grievance management procedures are set out in the Complaints and Grievances Resolution Policy.

This policy outlines how concerns, complaints and/or grievances are to be raised with the College, with whom they should be raised and how the College will endeavour to deal with these in a respectful and timely manner.

Community members with concerns, complaints and/or grievances should consult the policy. However, in general:

- Where possible a concern should be dealt with in the moment and directly with the parties involved. This should be done in an appropriate and respectful way that reflects and upholds the principles and expectations contained within this Code.
- Concerns or complaints can be raised through various channels and modes of communication, including phone, email or a face-to-face meeting. When raising a concern or complaint, the College expects that this is done in a manner that is courteous and respectful.
- Where written communication is utilised, a complainant should express their concerns or complaints clearly and succinctly, along with the outcome they are seeking. Communications that are lengthy, overly demanding, inflammatory, accusatory, unrealistic and/or containing unsubstantiated commentary are inappropriate.
- The College is committed to dealing with concerns, complaints and grievances in a timely manner. However, it will not always be practicable to respond to or resolve matters as quickly as may be anticipated or requested.
- Respect that the College employs experienced educators and other professionals who are responsible for making academic, disciplinary, extracurricular, pastoral and wellbeing decisions every day. Parents and guardians should understand that while the College will always take into account the interests of their child(ren), the College must ultimately make decisions that also consider the interests of all students (and others who may be affected by a decision).
- Community members should recognise that just as the College will seek to act transparently, the College will also respect the privacy of members of the College community. This often means that there are limits to what information the College will share when issues arise. This does not mean that the College is dismissing an issue, downplaying the potential seriousness of a situation, hiding information or is failing to act.
- Wesley College is first and foremost a school; dedicated to the care and education of young people. Community members must recognise that the way certain matters are handled in a corporate, organisational or legislative environment primarily involving adults, are not necessarily transferrable and/or appropriate when dealing with children in a school context.

RELATED POLICIES

- Alcohol at School Events
- OHS Procedures (various)
- Child Safe Organisation Framework
- Social Media Policy
- Staff Code of Conduct
- Student Protection Policy