



# CODES OF CONDUCT FOR MEMBERS OF THE GORDON PRIMARY SCHOOL COMMUNITY

## **RATIONALE**

An engaged school community who share and support our school beliefs, values and endeavours, is critical in enabling us to build and maintain an effective school. Appropriate conduct by all school community members is central to ensuring we achieve this goal.

The purpose of this policy is to outline the responsibilities and expectations of all members of the Gordon Primary School community with respect to the way we communicate and interact.

## **RESPONSIBILITIES**

**All members of the School Community are expected to:**

- ◆ Conduct themselves in a respectful and responsible manner that recognises and respects the rights of others, promotes a climate of mutual respect and complies with the law.
- ◆ Communicate and interact with others in the school community in accordance with our school values.
- ◆ Comply with this Code of Conduct with respect to any school related communication or interaction.

**School Leadership (principal) is expected to:**

- ◆ Lead the implementation of this policy.
- ◆ Model exemplary conduct by demonstrating the values held by our school.
- ◆ Communicate high expectations for the way in which staff, students, school community members and visitors conduct themselves.
- ◆ Provide a safe, secure and supportive learning environment.
- ◆ Advise parents, carers and other members of the community of the appropriate process for lodging a concern or complaint.
- ◆ Request any person acting in an offensive or disorderly way to leave the premises and if necessary, as an authorised person, direct them to do so.
- ◆ Call the police if a person fails to follow a direction to leave the premises.
- ◆ **Issue Resolution**
  - Any member of the school community with a concern or complaint regarding the conduct of the principal have the options of expressing the concern or complaint directly to the principal or contacting the Regional Office for DEECD (Department of Education and Early Childhood Development).

**Teachers and other Staff are expected to:**

- ◆ Model appropriate behaviour in all contexts as a staff member of Gordon PS.
- ◆ Work in partnership with parents and carers to enhance the learning outcomes and support the wellbeing and conduct of their students.
- ◆ Work with other staff and parents to help create and maintain a safe, secure and respectful learning environment for all students.
- ◆ Communicate to both parents and students high expectations for the learning achievement and conduct of all students.
- ◆ Ensure consistency and fairness in interactions with all members of the school community.
- ◆ Report all incidents of bullying, harassment or violent conduct in line with DEECD policy.
- ◆ **Issue Resolution**
  - Staff members with a concern or complaint regarding the conduct of any member of the school community should contact the principal

**All Parents and Caregivers are expected to:**

- ◆ Support school staff in maintaining a safe, secure and respectful learning environment for all students.
- ◆ Work in partnership with the school to enhance the learning outcomes and support the wellbeing and conduct of their child/ren.
- ◆ Contribute positively to behaviour, academic or other personalised support plans that relate to their child.
- ◆ Act appropriately on the school premises and at any associated school events (eg, camps, excursions, sporting events).
- ◆ Be aware that threatening behaviour and harassment of staff or students is unacceptable.

- ◆ Respect and comply with reasonable requests or directions of the principal or other members of the staff.
- ◆ Obey all pedestrian and road rules to help ensure that all members of the school community have the opportunity to travel to and from school safely.
- ◆ **Issue Resolution –**
  - Parents with a concern or complaint relating to their child are encouraged to arrange a time to meet with their child’s classroom teacher. Should they feel the matter remains unresolved, they should arrange a time to meet with the principal.
  - Parents with a concern or complaint regarding the conduct of any member of the school community should contact the principal.
  - If the matter remains unresolved, the parent then has the option of contacting the Regional Office for DEECD (Department of Education and Early Childhood Development).

**All Students are expected to behave in accordance with Student Code of Conduct, which is based on our school values, those being:**

- ◆ **Respect**
- ◆ **Responsibility**
- ◆ **acceptance**
- ◆ **understanding, tolerance and inclusion**
- ◆ **Honesty and trustworthiness**
- ◆ **Integrity**
- ◆ **Care and Compassion**
- ◆ **Do your Best**

**Issue Resolution –** Students with a concern or complaint regarding the conduct of another member of the school community have the following options.

- Speak to their classroom teacher or principal.
- Speak to their parents who then are invited to arrange to speak with their child’s classroom teacher or principal.

### **Communication of Policies**

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school’s website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

### **EVALUATION**

This policy is to be reviewed by School Council and Staff Team annually.

Last ratified 11.8.21