

COMMUNITY CODE OF CONDUCT POLICY

RATIONALE

Lalor North Primary School recognises the importance of the partnership between schools and parents to support student learning, engagement, and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children and young people. This Community Code of Conduct sets out our behavioural expectations of all members in this school community, including the principal, all school staff, parents, students and visitors.

Respect should be shown for colleagues and members of the school community by:

- treating everyone in a considerate, fair and courteous manner
- maintaining confidentiality and treating private information properly
- recognising the achievements of others and sharing team success
- listening and encouraging everyone to explain ideas and actions
- ensuring that everyone has the right tools to do their work
- collaborating and engaging constructively with each other working towards a common goal.

Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in this school.

PURPOSE

Our Community Code of Conduct acknowledges that parents and school staff are strongly motivated to do their best for every child. Everyone has the right to differing opinions and views and to raise concerns, as long as we do this respectfully as a community working together.

Responsibilities:

As principals and school leaders, we will:

- Work collaboratively to create a school environment where respectful and safe conduct is expected of everyone.
- Behave in a manner consistent with the standards of our profession and meet core responsibilities to provide inclusive, safe and orderly environments.
- Plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at the school is protected.

- Identify and support students or staff who are or may be at risk.
- Do our best to ensure every child achieves their personal and learning potential.
- Work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly.
- Respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and disciplinary measures when required.
- Make known to parents the school's communication and complaints procedures.
- Ask any person who is acting in an offensive or disorderly way to leave the school grounds.

As teachers and all non-teaching staff, we will:

- Model positive behaviour to students consistent with the standards of our profession.
- Proactively engage with parents about student outcomes.
- Work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly.
- Work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs.
- Communicate with the principal and school leaders in the event we anticipate or face any tension or challenging behaviours from parents.
- Treat all members of the school community with respect.

As parents, we will:

- Model positive behaviour to our child.
- Ensure our child attends school on time, every day the school is open for instruction.
- Take an interest in our child's school and learning.
- Communicate constructively with the school and use expected processes and protocols when raising concerns, grievances, and complaints.
- Support school staff to maintain a safe learning environment for all students.
- Follow the school's complaints processes if there are complaints.
- Treat all school leaders, staff, students, and other members of the school community with respect.
- Model positive, safe and respectful behaviours in and around the school environment.
- Use social media and online environments responsibly by contributing to the positivity of our school culture and community ensuring that the school, staff and students are treated with respect.

As students, we will:

- Model positive behaviour to other students.
- Comply with and model school values.
- Behave in a safe and responsible manner.
- Respect ourselves, other members of the school community and the school environment.
- Raise concerns and complaints to our teachers so that together to resolve matters quickly.

As community members, we will:

- Model positive behaviour to the school community.
- Treat other members of the school community with respect.
- Support school staff to maintain a safe and orderly learning environment for all students.
- Utilise the school's communications policy to communicate with the school.

The Department of Education and Training will:

- Provide support and advice to principals to equip them to manage and respond to challenging behaviour of students, parents and staff.
- Provide practical guidance and resources to support schools to manage and respond to challenging behaviour of students, parents and staff.
- Provide practical guidance and resources to support schools to respond to and prevent bullying and promote cyber-safety and wellbeing.
- Provide access to evidence-based resources and strategies to increase student safety, wellbeing and engagement.
- Provide schools with practical and legal support as required.

Strategies which promote positive and respectful communication between the school and parents to ensure positive outcomes for all:

- ✓ All staff to model appropriate behaviours representing the school values of Respect, Honesty, Integrity, Unity and Success.
- ✓ Parents to model appropriate behaviours representing the school values of Respect, Honesty, Integrity, Unity and Success.
- ✓ Parents are to contact the school and make an appointment to talk to the classroom teacher and work together to resolve matters quickly.
- ✓ Concerns are to be addressed in a responsible and courteous manner and both staff and parents are to be given a chance to speak and be heard, preferably in a quiet private location. At no time are there to be threats, yelling, pointing fingers accusingly etc.
- ✓ Appropriate language and behaviour is expected from all parties at all times.
- ✓ Calm and appropriate language to be used. Listen with good intention from all parties.
- ✓ School Council and staff will communicate responsibly and positively to support the positive school culture at all times.
- ✓ Unresolved school-level issues may be referred by the Principal.
- ✓ The rights and sensitivities of all individuals will be respected and protected.

CONSEQUENCES FOR FAILING TO UPHOLD THE COMMUNITY CODE OF CONDUCT:

Unreasonable behaviours or behaviours that are considered inappropriate on and adjacent to school grounds or in relation to school business and that do not uphold the principles of this Community Code of Conduct include when a person:

- is rude, aggressive or harasses others,
- sends rude, confronting or threatening letters, emails or text messages,
- is manipulative or threatening,
- speaks in an aggressive tone, either in person or over the telephone,
- makes sexist, racist or derogatory comments,
- inappropriately uses social media as a forum to raise concerns/make complaints against the school,
- is physically intimidating, e.g. standing very close.

CONSEQUENCES

Principals are responsible for determining what constitutes reasonable and unreasonable behaviour. Unreasonable behaviour and/or failure to uphold the principles of this Community Code of Conduct may lead to further investigation and the implementation of appropriate consequences.

This may include:

- utilising mediation and counselling services,
- alternative communication strategies being applied,
- formal notice preventing entry onto school premises or attendance at school activities,
- an intervention order being sought,
- informing the police which may result in a charge of trespass or assault,
- reporting matters to the relevant authorities.

By agreeing to meet specified standards of positive behaviour, everyone in our school community can be assured that they will be treated with fairness and respect. In turn, this will help to create a school that is safe and orderly, where everyone is empowered to participate and learn.

COMMUNICATION

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

- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at student forums eg SRC
- Included in transition and enrolment packs
- Discussed at parent information sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

For staff, please see the Department’s [Equal Opportunity and Anti-Discrimination Policy](#), [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#) which apply to all staff working at our school.

Other relevant Department policies and resources on the Department’s Policy and Advisory Library are:

- [Equal Opportunity and Human Rights - Students](#)
- [Students with Disability](#)
- [Koorie Education](#)
- [Teaching Aboriginal and Torres Strait Islander Culture](#)
- [Safe Schools](#)
- [Supports and Services](#)
- [Program for Students with Disabilities](#)

POLICY REVIEW AND APPROVAL

Policy Development	March 2024
Consultation and Review	School Council 2024
Approved by	Elizabeth Bryan
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