

### **CODE OF CONDUCT – PRE-PREPARATORY CENTRE COMMUNITY**

The St Hilda's School Pre-preparatory Centre is a place which promotes values that are in keeping with the School's Mission and is part of the St Hilda's School Community. All children, parents, teachers and staff have the right to be safe, and feel safe, in their School community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. For the purpose of this Code of Conduct "School Community" comprises the Principal, Nominated Supervisor, staff, coaches, employees, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of the School, who attend at the School, or elsewhere, for the purposes of visiting, viewing, participating, supporting or being present for any official, sporting or social activity held by or for the benefit of the School and its students.

The School Community Code of Conduct sets clear standards of behaviour which are expected of members of the School Community. It specifies the consequences for any member of the School Community who does not comply with those standards of behaviour, whether those persons are on the School's property, in transit or at another location for the purpose of any School-authorized events or activities.

#### **Background**

The following are the principles which provide the framework for this Code of Conduct:-

- All members of the School Community are to be treated with respect and dignity, (particularly those persons who are in positions of authority).
- Responsible citizenship involves appropriate participation in the civic life of the School Community. Active and engaged members are aware of their rights but, more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the School Community are expected to use non-violent means to resolve any conflict.
- Insults, disrespect, and other hurtful acts disrupt learning and teaching in the School Community, and are a direct contradiction to the School's Mission and Values. Members of the School Community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterised by respect and civility to all others.

Parents play an important role in the education of their children and have a responsibility to support the efforts of School staff in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:-

- Show an active interest in their daughter's school work and progress;
- Communicate regularly with the School;
- Help their daughter be neat, appropriately dressed and prepared for School;
- Ensure that their daughter attends School regularly and on time;
- Promptly report to the Centre their daughter's absence or late arrival;

- Become familiar with the Pre-Preparatory Centre Community Code of Conduct and School Rules;
- Encourage and assist their daughter in the following rules of behaviour;
- Work with Centre staff in dealing with disciplinary issues including their children.

## **Standards of Behaviour**

As a minimum, all members of the Pre-Preparatory Centre Community are expected to behave with respect, civility and in the manner of a responsible citizen.

As a minimum, all Pre-Preparatory Centre Community members must:

- Respect and comply with all applicable Commonwealth and State laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas and opinions;
- Treat one another with dignity and respect at all times, and especially when there is a disagreement;
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Respect the legal and moral rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Respect persons who are in a position of authority;
- Respect the need of others to work in an environment of learning and teaching.

## **Scope**

This Pre-Preparatory Centre Community Code of Conduct is intended to provide members of the Pre-Preparatory Centre Community with guidelines for the effective development of positive relationships within the Pre-Preparatory Centre Community and, as expressed in the introduction, to assist in promoting the values that are in keeping with the School's mission.

This document is then essentially a guide for all members of the Pre-Preparatory Centre Community about the standards of behaviour which are acceptable in the Pre-Preparatory Centre environment or when attending any official, religious, social or sporting function or activity of or relating to the Pre-Preparatory Centre or in any location at which the Pre-Preparatory Centre is represented.

The Pre-Preparatory Centre Community Code of Conduct is something by which parents agree to be bound when they sign the Enrolment Agreement with the School. Although guardians, step-parents, relatives, friends, supporters and carers of girls at the School are not a party to that Enrolment Agreement, this Pre-Preparatory Centre Community Code of Conduct is a guide for them about expected standards of behaviour.

## **General Conduct**

Pre-Preparatory Centre Community members are expected to:

1. Support the Nominated Supervisor and School staff in the development of a Christ-centred learning community based upon an Anglican ethos;
2. Support the Pre-Preparatory Centre's policies;
3. Acknowledge that the Nominated Supervisor has the ultimate responsibility to implement these policies;
4. Work with the Pre-Preparatory Centre teaching staff to deal promptly with areas of concern;
5. Treat all members of the Pre-Preparatory Centre Community with respect and courtesy; and
6. Acknowledge and affirm success in individual and School achievement.

## **Physical Safety**

In particular, all Pre-Preparatory Centre Community members must not:

- use any object (whether as a weapon or otherwise) to threaten or intimidate any other person; or
- cause injury to any person by the use of any such object. All Pre-Preparatory Centre Community members must not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exception(s) is when, in the normal course of events, the School is providing hospitality to members or guests of the Pre-Preparatory Centre and School community and is in keeping with appropriate legal and hospitality regulations.

All Pre-Preparatory Centre Community members must:

- not cause, inflict or encourage others to verbally abuse, threaten or inflict bodily harm on another person by any physical aggression;
- seek staff assistance, if necessary, to resolve conflict peacefully.

## **Co-curricular Activities**

This part of the Pre-Preparatory Centre Community Code of Conduct deals specifically with attendance at co-curricular activities. The following are statements of principle with which Pre-Preparatory Centre Community members are expected to comply:

1. Remember, children are involved in co-curricular activities principally for their enjoyment.
2. Children should always be encouraged to play by the laws.
3. Children should be taught that honest effort is as important as victory, so the results of each game are accepted without undue disappointment.

4. Turn defeat into victory by helping children work towards skill improvement and good sportsmanship. Never ridicule or yell at any child for making a mistake or losing a game.
5. Remember that children learn best by example. Applaud good play by both the School team and by members of the opposing team.
6. Do not publicly question the referee or game official's judgement and never his/her honesty.
7. Support all efforts to remove verbal and physical abuse from co-curricular activities.
8. Recognise the value and importance of volunteer coaches, managers and referees. They give of their time and resources to provide recreational activities for all students.
9. Do not approach a referee or game official any stage during or immediately after a fixture.

### **Responsibility for Other Community Members**

Any parent or Pre-Preparatory Centre Community member who invites a relative, friend, support, carer or other person to be present at any official sporting or social activity held by or for the benefit of the Pre-Preparatory Centre or School and its children and students must at all times be responsible for that person and ensure they act at all times in a manner consistent with this Code of Conduct.

### **Breach of this Code of Conduct**

The consequences to a member of the Pre-Preparatory Centre Community for breaching this Code of Conduct will be as determined at the Principal's absolute discretion. These consequences include any one or more of the following:

1. The School may ban any member of the Pre-Preparatory Centre Community from attending at any co-curricular activity.
2. The School may ban any member of the Pre-Preparatory Centre Community from being on the School grounds in general.
3. The School may direct that any parent may only communicate with members of teaching staff through a nominated Pre-Preparatory Centre representative.
4. In the case of extreme or prolonged breach of this Code of Conduct by a parent, the Pre-Preparatory Centre may:
  - a) terminate the enrolment of the child of that parent,
  - b) take such other steps as it may in its reasonable discretion determine appropriate according to the nature of the breach.

**Right of Appeal**

The Pre-Preparatory Centre's Grievance and Complaints Policy and Procedures will apply to any decision made by the Nominated Supervisor or Principal under this Code of Conduct.

**Policy Type**

This policy applies to all members of the Pre-Preparatory Centre community.