



Policy and Procedure: **WAYS Secondary Community Code of Conduct**

Section: **Code of Conduct**

Scope: This policy applies to all members of the WAYS Secondary community, this includes: Students, parents, caregivers, employees, visitors, contractors and volunteers of WAYS Secondary.

References: WAYS Secondary Policies and Procedures to be read in conjunction with the Community Code of Conduct:

- Complaints and Grievances
- Staff Code of Conduct
- Critical Incident Reporting
- Child Protection
- Student Welfare
- Student Discipline
- Anti Bullying and Harassment

NSW Department of Education and Training Guidelines,
Administration of Prescribed Medications and Health Care Procedures in Schools.

This policy replaces any previous policies or documents pertaining to a Code of Conduct.

Legislation:

- Anti-Discrimination Act 1977
- Child Protection Legislation Amendment Act 2003
- Child Protection (Working with Children) Act 2012
- Commission for Children and Young People Act 1998
- Work Health and Safety Act 2011
- Ombudsman Act 1974

Purpose: The Community Code of Conduct clarifies the standards of behaviour that are expected of WAYS Secondary community members.

1. INTRODUCTION

1.1. This Community Code of Conduct outlines the expectations and associated responsibilities for all members of the WAYS Secondary Community.

1.2. This Code of Conduct addresses the shared responsibilities of all members of the WAYS Secondary Community, in building a safe and respectful community. Everyone has the right to differing opinions and views and to raise concerns, as long as they do so respectfully and as a community working together.

1.3. The Community Code of Conduct is not meant to be exhaustive. It does not attempt to provide a detailed list of expected behaviours. Rather, the Community Code of Conduct is intended as a guide to assist students, staff, and parents/caregivers, by setting out the standards of behaviour expected of them in the WAYS Secondary environment, or when attending any function or activity of, or relating to, WAYS Secondary in any location at which WAYS Secondary is represented.

1.4. The Community Code of Conduct supports and reinforces WAYS Secondary's mission - to achieve excellent academic standards by promoting the intellectual, spiritual, moral, social and physical development of students. WAYS Secondary strives to foster critical thought, cultural engagement, tolerance, social responsibility and self-discipline. The total development of all our students remains our overall concern – helping them to proudly realise their full potential as responsible members of the wider community.

1.5. The Community Code of Conduct also supports and reinforces WAYS Secondary's Ethos and WAYS Secondary's Core Values - commitment to achieving their personal and academic goals, personal and social responsibility and respect for self and other.

2. EXPECTATIONS & ASSOCIATED RESPONSIBILITIES

Students

2.1. Students can reasonably expect an environment where everyone is treated with respect, understanding and dignity. Students have a responsibility to:

- Develop positive and respectful relationships with peers, teachers and all other members of WAYS Secondary community, modelling WAYS Secondary's Core Values in all interactions;
- Speak appropriately and with respect to others;
- Not tease, bully or belittle others.
- Behave in a manner that is empathetic, considerate and inclusive of others.
- Take responsibility for their actions, engaging positively in restorative practices when conflict/disagreement occurs.
- Behave in a manner that will uphold the good name of WAYS Secondary at all times.

2.2. Students can reasonably expect to enjoy the experiences and facilities provided by WAYS Secondary. Students have a responsibility to:

- Abide by the WAYS Secondary contract that they signed upon commencement of their enrolment.
- Support the maintenance of an orderly and safe learning environment.
- Take care not to damage equipment or facilities of WAYS Secondary.
- Not disrupt the learning of others.
- Work collaboratively with others – demonstrating an understanding that we can all learn from one another.
- Respect and care for the 'environment' of WAYS Secondary, placing rubbish in the appropriate bins, handling equipment carefully, maintaining their workspace.
- **Not bring any prohibited substance** onto WAYS Secondary's grounds.

- Respect the property of others, ensuring that they do not interfere with the belongings of others.

2.3. Students can reasonably expect to be able to participate fully in WAYS Secondary's programs. Students have a responsibility to:

- Attend WAYS Secondary punctually each day.
- Maintain their appearance in keeping with WAYS Secondary expectations.
- Be prepared for class, arriving on time, listening to instructions, contributing appropriately in class and meeting all relevant academic deadlines.
- Participate in co-curricular programs, including sporting events, contributing positively.

2.4. Students can reasonably expect an environment, which recognises and caters for their individual learning needs, where they are able to develop their knowledge, skills and interests. Students have a responsibility to:

- Be reflective, continuously striving for improvement, and always working towards their personal best.
- Take responsibility for their own learning.
- Respect, follow reasonable direction, co-operate with and heed advice from their teachers.

2.5. Students can reasonably expect to contribute ideas and have their views and contributions treated with respect. Students have a responsibility to:

- Offer their views in a respectful manner and an appropriate context; and
- Listen to and respect the opinions of others.

3. Members of Staff

3.1. Members of staff can reasonably expect to work in a satisfying, productive and collegial environment. Members of staff have a responsibility to:

- Implement WAYS Secondary's Community Code of Conduct fairly, reasonably and consistently
- Model behaviours that clearly demonstrate the values of the WAYS Secondary community
- Dress appropriately and maintain their appearance in keeping with the Staff Code of Conduct
- Nurture respectful and professional relationships with other members of Community Code of Conduct

3.2. Members of staff can reasonably expect an orderly and cooperative environment, enjoying the facilities and experiences provided by WAYS Secondary and be informed (within Privacy guidelines) about matters pertaining to students that will affect the teaching and learning program for that student. Members of staff have a responsibility to:

- Adhere to WAYS Secondary policies and procedures.
- Maintain an orderly, supportive and engaging learning environment.
- Work collaboratively with others, demonstrating an understanding that we can all learn from one another.
- Ensure that they maintain their professional distance at all times (including when communicating with students via social media).
- Communicate with parents in a timely and supportive manner.
- Respect confidentiality and protect the reputation of both individuals and the school in the wider community.
- Respect and care for the environment of WAYS Secondary.

3.3. Members of staff can reasonably expect to participate fully in WAYS Secondary's educational program. Members of the Teaching Staff have a responsibility to:

- Differentiate instruction and provide students with reasonable adjustments.
- Involve themselves in the life of WAYS Secondary, participating in, and contributing to academic and co-curricular programs; and camps/activities as they are offered.

3.4. Members of staff can reasonably expect to engage in ongoing professional learning. Members of the Teaching Staff have a responsibility to:

- Participate in the collaborative review and refinement of teaching programs.
- Pursue activities that are aligned with the strategic imperatives of WAYS Secondary and are designed to enable ongoing growth and development as effective practitioners.

3.5. Members of staff can reasonably expect to contribute ideas and have their views and contributions treated with respect and be respected by students. Members of staff have a responsibility to:

- Offer their views in a respectful manner and an appropriate context.

4. Parents & Caregivers

4.1. Parents and caregivers can reasonably expect that their children will be educated in a supportive and inclusive environment. Parents and caregivers have a responsibility to:

- Support WAYS Secondary in the application of WAYS Secondary Ethos, and Core Values.
- Promote positive educational outcomes for their children by taking an active interest in their child's educational progress.
- Maintain supportive and respectful relationships with members of staff and other members of WAYS Secondary community.
- Recognise and respect that employees at WAYS Secondary are mandatory reporters and as such are required to make a report if they suspect that a child meets reporting criteria.

4.2. Parents and caregivers can reasonably expect that their children will participate fully in WAYS Secondary's educational programs and enjoy the experiences and facilities provided by WAYS Secondary. Parents and caregivers have a responsibility to:

- Positively support WAYS Secondary and its teaching staff, for example, by interacting respectfully with members of staff at all times.

4.3. Support WAYS Secondary by encouraging their child to uphold WAYS Secondary Ethos during all WAYS Secondary activities:

- Support WAYS Secondary by ensuring that their child attends school punctually each day.
- Encourage their child to participate fully in all elements of WAYS Secondary's educational programs (academic, sporting and co-curricular).
- Support WAYS Secondary's educational programs and activities that extend students' spiritual, academic, physical and social development.
- Encourage their children to represent WAYS Secondary with pride.
- Help support the development of resilience in their children, allowing them to learn from their mistakes.
- Comply with this Community Code of Conduct and relevant policies of WAYS Secondary.

4.4. Parents and caregivers can reasonably expect that they will be informed about their child's progress in a timely manner. Parents and caregivers have a responsibility to:

- Engage in regular, respectful and constructive communication with members of staff regarding their child's learning, alerting staff to any relevant background information.
- Express any concerns regarding their child's progress in an appropriate manner.
- Encourage their children to respond positively to the advice provided by members of staff.

5. Community Code of Conduct

5.1. The WAYS Secondary community are to:

- Engage in productive, professional dialogue and not humiliate, bully or engage in gossip about others.
- Intervene and follow up in regard to behaviours that could be classified as harassment or bullying.

5.2. Members of the WAYS Secondary community must:

- Respond professionally to opinions expressed by other staff, students and parents.
- Listen to and engage in positive restorative dialogue with students.

5.3. Parents and caregivers can reasonably expect that they will be able to contribute ideas and have their views and contributions treated with respect. Parents and caregivers and members of WAYS Secondary community have a responsibility to:

- Follow WAYS Secondary protocols for communication.
- Communicate with members of staff in a polite and respectful manner.
- Offer ideas in a respectful manner and an appropriate context.
- Respond respectfully to advice provided by members of staff.
- Promote WAYS Secondary in a positive way.

Date Created	5 th of October 2016
Date Reviewed	October 2016
Expiry Date	October 2018
Approved by	Russell King