



WAYS Secondary Community Code of Conduct

NESA Manual Section: Student welfare (3.6.2)

- Scope:** This policy applies to all members of the WAYS Secondary community, this includes: students and clients, staff, parents/caregivers, WAYS School Board stakeholders, visitors, contractors and volunteers of WAYS.
- 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 WAYS Secondary Community Code of Conduct clarifies the standards of behavior that are expected of all WAYS and WAYS Secondary community members.
- References:** WAYS Secondary policies and procedures to be read in conjunction with this policy include:
- Complaints or Grievances
 - Client rights and responsibilities
 - Staff Code of Conduct
 - Serious Incident and emergencies
 - Child Protection
 - Student Welfare
 - Student Discipline
 - Anti-bullying and Harassment

Introduction

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

1.2. The WAYS Community Code of Conduct addresses the shared responsibilities of all members of the WAYS 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 WAYS Secondary Community Code of Conduct is not meant to be exhaustive. It does not attempt to provide a detailed list of expected behaviours. Rather, The WAYS Secondary Community Code of Conduct is intended as a guide to assist stakeholders, students and clients, 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 in any location at which WAYS Secondary is represented.

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

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

2. Expectations and Associated Responsibilities

Students and clients

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

- develop positive and respectful relationships with peers, teachers and all other members of WAYS community, modelling WAYS'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 at all times;
- not attend any WAYS Service or premise intoxicated or under the influence of drugs and or alcohol.

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

- abide by the WAYS 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;
- not to 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, placing rubbish in the appropriate bins, handling equipment carefully, maintaining their workspace;
- **Not bring any prohibited substance** onto WAYS's grounds;
- respect the property of others, ensuring that they do not interfere with the belongings of others.

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

- attend WAYS services punctually each day;
- maintain their appearance in keeping with WAYS expectations;
- be prepared for appointments, classes, arriving on time, listening to instructions, contributing appropriately in class and meeting all relevant academic deadlines;
- maintain their initial commitment to any co-curricular programs, including sporting events or organizational activities/ functions.

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

- be reflective, continuously striving for improvement, and always working towards their personal best;
- take responsibility for their own learning and health;
- respect, follow reasonable direction, co-operate with and heed advice from WAYS staff.

2.5. Students and clients can reasonably expect to contribute ideas and have their views and contributions treated with respect. Students and clients 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, contractors, Student placements and volunteers

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

- implement WAYS Secondary Community Code of Conduct fairly, reasonably and consistently;
- model behaviours and values 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 the WAYS Secondary Community Code of Conduct.

3.2. Members of staff, contractors, student placements and volunteers can reasonably expect an orderly and cooperative environment, enjoying the facilities and experiences provided by WAYS and be informed (within Privacy guidelines) about matters pertaining to students and clients that will affect the teaching and learning program for that student or client.

Members of staff, contractors, student placements and volunteers' have a responsibility to:

- adhere to WAYS Secondary policies and procedures;
- maintain an orderly, safe, 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 and clients via social media);
- communicate with parents, referrers and caregivers 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;
- ensure they either report student/ client intoxication to the Principal so that they can remove the client/ student from the premise or that the staff member manage the situation themselves and remove the intoxicated client/ student. Any removal of clients/students must be done respectfully (keeping duty of care in mind) and with a clear explanation of the WAYS Secondary policy regarding intoxicated persons on any WAYS site.

3.3. Members of staff, contractors, student placements and volunteers have a responsibility to:

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

3.4. Members of staff, contractors, student placements and volunteers' can reasonably expect to engage in ongoing professional learning and have a responsibility to:

- upon request, 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, contractors, student placements, volunteers can reasonably expect to contribute ideas and have their views and contributions treated with respect and be respected by parents/ caregivers, students and clients.

Members of staff, contractors, student placements and volunteer's have a responsibility to offer their views in a respectful manner and an appropriate context.

4. Parents and 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 ethos, philosophy 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 community;
- recognise and respect that employees at WAYS are mandatory reporters and as such are required to make a report if they suspect that a child meets reporting criteria;
- treat other parents and caregivers of the WAYS Secondary community with respect.

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

- positively support WAYS and its staff, for example, by interacting respectfully with members of staff at all times.
- support WAYS by encouraging their child to uphold WAYS ethos during all WAYS activities;
- support WAYS by ensuring that their child attends school punctually each day;
- encourage their child to participate fully in all elements of WAYS Secondary educational programs (academic, sporting and co-curricular);
- support WAYS educational and community programs and activities that extend students and clients' spiritual, academic, physical and social development;
- encourage their children to represent WAYS 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.

4.3. 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;
- reasonably intervene and follow up in regard to behaviours that could be classified as harassment or bullying;
- refrain from representing the school and the broader origination in the media and wider community in a negative light.

5.2. Members of the WAYS Secondary community must:

- respond professionally and respectfully to opinions expressed by other staff, students and clients and parents.;
- listen to and engage in positive restorative dialogue with students and clients;
- recognise that WAYS nor WAYS Secondary cannot be held responsible for the behavior of students, clients, parents and caregivers that occur **outside** of the school/organsation grounds.

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 community have a responsibility to:

- follow WAYS 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 and WAYS Secondary in a positive way.

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