

PERTH COLLEGE COMMUNITY CODE OF CONDUCT

Purpose

Perth College is committed to the safety and wellbeing of students, families and staff. We wish to provide a respectful learning environment that is safe, positive and supportive for our students.

Members of our community are expected to conduct themselves in a manner that respects other community members and is consistent with our School values of Courageous, Capable and Caring.

This Code of Conduct guides everyone in our community on the standards of behaviour expected of them while on the School's premises or supporting the School off-campus in sporting or other activities, engaging in School related activities or representing the School. Please note that this is not intended to be an exhaustive listing.

All members of our community have a right to an environment free from harassment and relationships that are conducted in a positive and cooperative manner.

The Code of Conduct specifies the consequences for any member of the School community who does not comply with these standards of behaviour.

Scope

This policy applies to all adults, including parents, guardians, step-parents, grandparents, extended family members, caregivers, friends and visitors of students at the School. Parents or guardians who signed the Condition of Enrolment are responsible for ensuring those within the scope are aware of the expectations of behaviour within this Code of Conduct.

Should a parent, guardian, step-parent, grandparent, extended family member, caregiver, friend or visitor volunteer their services to the School, in any capacity, the School Code of Conduct will then apply to them as they conduct these services.

Principles

The Code of Conduct is based on the principles of good citizenship and ethical conduct. For our community to be coherent, we expect our parents and community members to:

- Be inclusive
- Be open-minded and adaptable
- Be accepting of cultural and religious diversity
- Be respectful in interactions with staff, students and other parents (including sport and other school-related events)
- Assume positive intent from all
- Be appropriate and respectful in their conduct at functions (including sport and other school-related events and while driving).

Responsibilities for implementing the Code of Conduct

The **College Council** is responsible for endorsing the Code of Conduct and is the body to which any appeal against sanctions applied for breaches of the Code is directed.

The **Principal** is responsible for:

- Maintaining currency and relevance of the Code of Conduct.
- Implementing the standards of conduct as set out in this policy.

Staff members are responsible for:

- Respecting the individual needs, cultural practices and beliefs of families in all interactions, both verbal and non-verbal.
- Working with colleagues, the College Council, parents and guardians to provide an environment that encourages positive interactions and supports constructive feedback.
- Providing guidance through positive role modelling and, when appropriate, clear and respectful directions.

Parents and guardians are responsible for supporting the efforts of the School in maintaining a safe, orderly and respectful environment for all students. Parents/guardians fulfil this responsibility routinely and specifically when they:

- Show an active but non-invasive interest in their child's school work and progress.
- Communicate regularly with the School.
- Ensure that their child is appropriately dressed and prepared for school on a daily basis.
- Promptly report to the School their child's absence or late arrival.
- Support the School's process and actions relating to disciplinary issues and school-based disputes involving their child.

Members of affiliated and support groups are responsible for ensuring that the aims of their group and its practices are consistent with the Code of Conduct.

Any member of the Perth College community who invites a relative, friend, supporter, carer or other person (adult or child) to be present at any School related function or activity at any location must be responsible for that person and must ensure that they act at all times in a manner consistent with this Code of Conduct.

Standards of Behaviour

Perth College parents and community members should act according to the following guidelines:

Communication with other community members

Communication, whether verbal or in writing, with other members of the School Community should:

- show respect, courtesy and consideration
- not harass or bully another person
- not use intemperate and/or aggressive language

- not be confrontational.

Social media should not be used to criticise School policies, procedures, events, actions, school staff or denigrate others in the School Community. We ask you to carefully consider anything you post that is identified with the School and seek to resolve problems if they arise through the appropriate channels. Posting negative comments in the heat of the moment on private or group social media pages that damages the reputation of the School is unacceptable.

Communication with Staff

The School conducts regular meetings between staff and parents to discuss the student's progress. In addition, there may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged.

Parents should never attempt to contact a staff member at their home or their personal mobile phone unless with the permission of a member of the School Leadership Team.

It is important that parents show respect for staff and not publicly criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they can raise it with the Staff member concerned or with the Head of Department, Director of Junior School, Director of Learning and Teaching, Director of Wellbeing, or Vice Principal. However, when doing so, they should observe the general rules of conduct set out in this Code.

The School has a legal duty of care to protect all staff, and for this reason, any aggressive or abusive behaviour will not be tolerated.

Supporting School policies and procedures

It is important that parents recognise and respect the policies, procedures, and rules that govern the School's day-to-day operations and support their children to adhere to them.

Discipline

The School expects students to comply with its rules and not engage in behaviour that is harmful to others or contrary to the School's ethos. Parents are expected to support the School in relation to its discipline policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the School will determine the process for managing such matters; be the arbiter of what took place and what a fair consequence is. It will not engage in debate about the details of the conduct or the appropriateness of the consequence. It will share information it deems appropriate with parents and guardians.

In relation to more serious disciplinary matters which may result in suspension or expulsion, the School will inform parents of the matter and will deal with it in accordance with the

School's disciplinary and other policies. While parents will be consulted, the final decision will be the School's.

Complaints

If a parent or guardian has a complaint about an issue, after following the School's Communication Process to address the issue, then they should observe the School's Concerns, Complaints and Disputes Policy and Procedures. Should a parent be unable to resolve an issue informally, they may lodge a complaint with the School. We commit to dealing with this complaint according to our Concerns, Complaints and Disputes Policy and Procedures.

If determination of the complaint is not acceptable, to the complainant, or if the Principal is the subject of the complaint, the complaint it may be escalated or appealed (as the case may be), to the Chair of School Council.

Letters are to be addressed to:

Attn: Chair of Perth College Council, Perth College, 31 Lawley Crescent, Mt Lawley,

WA 6050 Emails are to be addressed to: PCCouncilChair@pc.wa.edu.au

If a parent or guardian wishes to make a complaint, they should not use rude or abusive language.

Co-curricular activities

Parents are welcome to attend sporting and co-curricular events but should exercise restraint when supporting School teams. In particular, they should not abuse, threaten or otherwise seek to intimidate an umpire, referee or coach or be directed against a player or any School representatives.

The School staff select teams and representatives based on their view of the most appropriate fit at the relevant time. It is not appropriate for parents to complain about the failure of their child to be picked for a particular team or group.

Separated Parents

Where some students have parents who are separated or divorced, parents should not attempt to involve the School in any parental dispute that may arise. The School cannot make judgements on the merits of claims made by one parent against another and should not be asked to do so, nor should it be asked to take any action that would or be designed to disadvantage one party. The School will observe any orders made by a Court in relation to a student or communications with parents.

Breaches of the Code of Conduct

The consequences for breaching this Code of Conduct will be determined at the discretion of the Principal. The sanctions which may be employed include:

- The School may ban any member of the School Community from attending any co-curricular event.
- The School may ban any member of the School Community from being on the School premises.

- The School may direct that any parent or community member may only communicate with staff through a nominated School representative.
- In the case of extreme or prolonged breach of this Code of Conduct by a parent, the School may terminate the enrolment of the child of that parent.
- The School may determine other reasonable action according to the nature of the breach.

Publication and Acceptance

Perth College commits to actively displaying the School Community Code of Conduct on the School's website and regularly advising of any updates or amendments.

Legislation

Relevant legislation includes but is not limited to:

- Corruption and Crime Commission 2003
- Criminal Code Act 1913
- School Education Act 1999
- School Education Regulations 2000
- Working with Children (Criminal Record Checking) Act 2004
- Teacher Registration Act 2012
- The Teacher Registration (General) Regulations 2012
- Children and Community Services Act 2004 (WA)
- Equal Opportunity Act 1984
- Criminal Code Amendment (Cyber Predators) Act 2006
- Occupational Safety and Health Act 1984
- Worker's Compensation and Injury Management Act 1981
- Guide to the Registration Standards for Non-government schools
- Australian Human Rights Code of Conduct – Published by Australian Human Rights Commission
- National Child Safe Organisation Principles - Child Safe Organisations WA Guidelines (<https://www.ccp.wa.gov.au/media/2154/child-safeorganisations-wa-guidelines.pdf>).

Date Adopted	February 2023
Date for Review	May 2024
Policy Owner	Principal
Authorisation	Council
Amendment History	
Date	Amendment
May 2023	Endorsed by School Council [Principal]
January 2023	Created. To be reviewed by Leadership Team 19 January 2023 and then endorsed by Council in February meeting.