

Mernda Hills Christian College

Community Code of Conduct



Document Control

Revision Number	Review Date	Implementation Date	Description of Changes	Prepared By	Approved By
Gilson College – Mernda Campus					
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Mernda Hills Christian College					
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Rationale

As an organization that promotes the values of Respect, Responsibility, Resilience and Learning, and behaviour that is in keeping with the Christian ethos, all students, parents, teachers, and staff have the right to be safe and feel safe within Mernda Hills Christian College. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety and wellbeing of others or oneself. This includes behaviour that may be considered anti-social.

This Code of Conduct provides members of the College community with guidelines for the effective development of positive relationships and assists in promoting the PB4L values that are in keeping with the purpose of the College.

This Code of Conduct should be read in conjunction with the *College Parent Code of Conduct, Student Code of Conduct, Child Safety and Wellbeing Policy, Statement of Commitment and Principles, Anti-discrimination and Harassment Policy and Complaints and Appeals Policy.*

Implementation

1. The Mernda Hills Christian College *Community Code of Conduct* is intended to provide members of all College Community members with guidelines for the effective development of positive relationships and child safe practices within the College Community and as expressed in the introduction, to assist in promoting the values that are in keeping with the College's purpose.
2. This document is a guide for all members of the College community about the standards of behaviour which are acceptable in the school environment or when attending any official, religious, social, sporting, or any activity relating to the College in any location where the College is represented.
3. Although guardians, stepparents, relatives, friends, and supporters at the school are not party to the Enrolment Agreement of the College, this Community Code of Conduct is a guide to them about expected standards of behaviour.

Principles

1. The following are the principles, which provide the framework for this Code of Conduct:
 - a. All members of the school community are treated with respect and dignity.
 - b. Responsible citizenship involves appropriate participation in the civic life of the College community.
 - c. Active and engaged persons are aware of their rights, and also accept responsibility for protecting their rights and the rights of others.
 - d. Members of the College community are expected to use non-violent, non-confrontational means to resolve any conflict.
 - e. Insults, disrespect, and other hurtful acts disrupt learning and teaching in the College community, and are in direct contradiction of the School's Mission and Values.
 - f. Members of the College community have a responsibility to maintain an environment where conflict and differences can be addressed in a manner characterised by respect and civility to others.
2. Parents play an important role in the education of their children and have a responsibility to support the efforts of the College staff in maintaining a respectful and safe learning environment for all students. The *Parent Code of Conduct* outlines the expectations for parents in more detail, however, parents fulfil this responsibility when they:
 - a. show an active interest in their child's schoolwork and progress;
 - b. communicate regularly with the College.
 - c. ensure their child is neat, appropriately wearing School uniform and prepared for learning.
 - d. ensure their child attends school regularly and on time.
 - e. abide by the *Parent Code of Conduct*, and support their child to abide by the Student Code of Conduct
 - f. cooperate with staff in dealing with disciplinary issues.
3. All members of the College community are expected to demonstrate respect and civility as a responsible citizen. They must:
 - a. demonstrate honesty and integrity.

- b. respect differences in people, their ideas, and opinions.
 - c. treat everyone with dignity and respect at all times, especially where there is disagreement.
 - d. respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or ability.
 - e. respect the legal and moral rights of others.
 - f. value the safety of others, particularly children and young people.
 - g. show proper care and regard for College property, and the property of others.
 - h. take appropriate measures to help those in need.
 - i. avoid spreading negative comments and false or malicious rumour about the College, staff, students, or other parents whether in general or private conversation, via social media networks or other social, digital, or written means of communication.
 - j. raise any complaint or grievance with the College through the appropriate forum processes, and treat such matters as confidential. Refer to the *Respectful Behaviour Policy*, and *Complaints and Appeals Policy*.
 - k. respect persons who are in a position of responsibility; and
 - l. respect the need for others to work in a learning and teaching environment
 - m. where possible, attempt to resolve conflict, complaints, and grievances directly with the persons involved in a polite, positive, and respectful way.
 - n. seek staff assistance, if necessary, to resolve conflict, complaints, and grievances peacefully.
4. Community members are expected to:
- a. support the Principal and College staff in the development of a Christ-centred learning community based on the Seventh-day Adventist ethos.
 - b. support the College's Policies.
 - c. acknowledge and respect that the Principal is responsible for implementing the College's Policies.
 - d. work with the College to deal promptly with areas of concern.
 - e. sign in and out in the visitors register during school office hours whilst onsite.
 - f. treat all members of the College Community with respect and courtesy, and
 - g. acknowledge and affirm successful individual and College achievement.
5. Community members must not:
- a. use abusive or racist language, raise their voice, insulting or violent behaviour to anyone on College grounds or at any school-related event. Refer to the *Respectful Behaviour Policy*.
 - b. encourage others to verbally abuse, threaten or inflict bodily harm on another person by any physical aggression.
 - c. use any object (whether as a weapon or otherwise) to threaten or intimidate any other person or.
 - d. cause injury to any person by the use of any such object.
 - e. be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.
 - f. repeatedly behave towards another person that causes them harm or to fear for their safety, such as stalking or harassing them.

Attendance Co-curricular Activities:

1. This part of the Community Code of Conduct deals specifically with attendance at co-curricular activities, which include, but are not restricted to, sports events, off-campus excursions, camps, and musical and theatrical performances. The following are statements of principle with which community members are expected to comply:
 - a. remember, children and young people have the right to feel safe under all circumstances
 - b. remember, children and young people are involved in extra and co-curricular activities principally for their enjoyment.
 - c. children and young people should always be encouraged to abide by the rules.
 - d. children and young people should be taught that honest effort is as important as victory, so results are accepted without undue disappointment.
 - e. turn defeat into victory by helping children and young people work towards performance improvement and good sportsmanship. Never ridicule or yell at a person for making a mistake or for losing.

- f. remember, children and young people learn best by example. Applaud good performance by all participants of the school team and opposing team.
 - g. do not publicly question the referee's or official's judgement nor his/her honesty.
 - h. support all efforts to remove verbal, emotional and physical abuse from co-curricular activities.
 - i. recognise the value and importance of volunteer coaches, managers, and officials. They give of their time and resources to provide recreational activities for all students; and
 - j. do not approach a referee or official at any stage during or immediately after an event, except in appreciation.
2. Any College community member who invites a relative, friend, supporter, carer, or other person to be present at any College 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.

Consequences for Breaching This Code of Conduct

1. The consequences to a member of the College community for breaching this Code of Conduct will be determined by the Principal. The following consequences may apply:
 - a. banning any member of the college community from attending any extra -curricular activity
 - b. banning any member of the community from being on the College grounds
 - c. directing that any parent may only communicate with members of staff through a nominated School representative.
 - d. reporting unlawful, threatening, or harassing behaviour to the police
 - e. In the case of extreme or prolonged or repeated breach of this Code of Conduct by a community member directly linked to an enrolled student, the College may terminate the enrolment of the child; and
2. The College may take such other steps as it may in its reasonable discretion determine appropriate according to the nature of the breach.

Related Policies and Processes

- Anti-bullying and Harassment Policy
- Anti-Discrimination and Harassment Policy
- Child Safety and Wellbeing Policy
- Child Safety and Wellbeing Policy Statement of Commitment and Principles
- Community Complaints and Appeals Policy
- OH&S Policy
- Parent Code of Conduct
- Student Code of Conduct
- Respectful Behaviour Policy

Relevant Documentation or Legislation

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Child Wellbeing and Safety (Information Sharing) Regulations 2018 (Vic)
- Code of Conduct for Victorian Public Sector Employees
- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Family Violence Protection Act 2008 (Vic)
- Family Violence Protection (Information Sharing and Risk Management) Regulations 2018 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Public Interest Disclosures Act 2012 (Vic)
- Wrongs Act 1958 (Vic)