

# BUILDING HEALTHY AND SAFE SCHOOL COMMUNITIES

## WILLIAMSTOWN NORTH PRIMARY SCHOOL'S CODE OF CONDUCT TO PROMOTE HEALTHY, SAFE AND RESPECTFUL SCHOOL COMMUNITIES

Williamstown North Primary School recognises the importance of the partnership between schools and parents to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children and young people.

This Code of Conduct sets out our behavioural expectations of all members in this school community, including the principal, all school staff, parents, students and visitors. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities. This code is underpinned by the agreed school values of Respect, Responsibility, Resilience and Doing Your Best.

Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in this school.

Our Code of Conduct acknowledges that parents and school staff are strongly motivated to do their best for every child. The right to raise concerns respectfully, voice different opinions respectfully and have views responded to respectfully and with understanding indicates that our school community is working well together.

### RESPONSIBILITIES

#### AS PRINCIPALS AND SCHOOL LEADERS WE WILL:

- Work collaboratively to create a school environment where respectful and safe conduct is expected of everyone;
- Behave in a manner consistent with the standards of our profession and meet core responsibilities to provide inclusive, safe and orderly environments;
- Plan, implement and monitor arrangements to ensure the care, safety, security and general well-being of all students in attendance at the school is protected;
- Identify and support students who are or who may be at risk;
- Aim to ensure that every child achieves their personal and learning potential;
- Work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly;
- Respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and consequences when required;
- Make known to parents the school's communication and complaints procedures;
- Ask any person who is acting in an offensive or disorderly way to leave the school grounds
- Call the police if a person does not leave school grounds when asked to do so.
- Activate the school's Emergency Management Procedures if deemed necessary to ensure the safety of all students, staff and parents.

#### **AS TEACHERS AND ALL NON-TEACHING STAFF, WE WILL:**

- Treat all members of the school community with respect;
- Be a positive advocate for Williamstown North PS;
- Model positive behaviour to students consistent with the standards of our profession;
- Engage regularly with parents about student learning and student wellbeing;
- Work collaboratively with parents to understand the needs of their child and, where necessary, make reasonable adjustments to the learning environment;
- Communicate with the Principal, Assistant Principals and/or school leaders in the event staff anticipate or face any tension or challenging behaviours from parents;
- Be aware of the confidentiality of school-based matters and act in accordance with the school's Privacy Policy.

#### **AS PARENTS, WE WILL:**

- Treat all staff, students, and other members of the school community with respect;
- Be a positive advocate for Williamstown North PS;
- Model positive behaviour and language to our child.
- Ensure our child attends school on time, every day the school is open for instruction and notify the school in the event of an absence;
- Be active participants in the school's programs and events where possible;
- Collaboratively work with the school to achieve the best outcomes for our child;
- Raise concerns in a respectful and constructive manner using the guidelines provided in the school's 'Complaints and Grievances Policy & Procedures';
- Refrain from approaching other students and/or parents about school related incidents;
- Be respectful of the workplace conditions of all school staff and acknowledge that most communication will occur during regular work hours;
- Be aware of the confidentiality of school-based matters, particularly the circumstances of other students and teachers, and act in accordance with the school's Privacy Policy;
- Support school staff to maintain a safe learning environment for all students;
- Be aware that the school continues to update its policies, procedures, programs and priorities in consultation with the school community.

#### **AS STUDENTS, WE WILL:**

- Respect ourselves, other members of the school community and the school environment;
- Model positive behaviour to other students;
- Comply with and model school values;
- Behave in a safe and responsible manner;
- Actively participate in school and be proud to be a Williamstown North student;
- Not disrupt the learning of others and make the most of our educational opportunities.

#### **AS COMMUNITY MEMBERS, WE WILL:**

- Treat other members of the school community with respect;
- Be a positive advocate for Williamstown North PS;
- Model positive behaviour to the school community;
- Support school staff to maintain a safe and orderly learning environment for all students;
- Utilise the school's agreed communication processes when communicating with the school.

#### **THE DEPARTMENT OF EDUCATION AND TRAINING WILL:**

- Provide support and advice to principals to equip them to manage and respond to challenging behaviour of students, parents and staff;
- Provide practical guidance and resources to support schools to manage and respond to challenging behaviour of students, parents and staff;
- Provide practical guidance and resources to support schools respond to and prevent bullying and promote cyber-safety and wellbeing;
- Provide access to evidence based resources and strategies to increase student safety, wellbeing and engagement;
- Provide schools with practical and legal support as required.

### **CONSEQUENCES FOR FAILING TO UPHOLD THE VALUES OF THIS CODE OF CONDUCT**

#### **UNREASONABLE BEHAVIOURS**

Behaviours that are considered inappropriate on and adjacent to school grounds or that do not uphold the values of this code of conduct include when a person:

- Is rude, aggressive or harasses others;
- Sends rude, confronting or threatening letters, emails, texts or online posts;
- Is manipulative or threatening;
- Speaks in an aggressive tone, either in person or over the telephone;
- Makes sexist, racist or derogatory comments;
- Inappropriately uses social media as a forum to raise concerns/make complaints against the school, staff, parents and/or students;
- Is physically intimidating, e.g. standing very close;
- Publicly denigrates the school, staff, parents or other students;
- Displays other behaviours that the Principal/Assistant Principals deem as inappropriate.

#### **CONSEQUENCES**

Principals are responsible for determining what constitutes reasonable and unreasonable behaviour.

Unreasonable behaviour and/or failure to uphold the values of this Code of Conduct may lead to further investigation and the implementation of appropriate consequences, which may include:

- Alternative communication strategies being applied;
- Formal notice preventing entry onto school premises or to attendance at school activities. Written notice will follow any verbal notice given;
- The Police being informed, which may result in a charge of trespass or assault;
- An intervention order being sought.

By agreeing to meet specified standards of positive behaviour, everyone in our school community can be assured that they will be treated with fairness and respect. In turn, this will help to create a school that is safe and orderly, where everyone is empowered to participate and learn.

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I agree to meet the expectations of parents stated in the Code of Conduct and acknowledge the possible consequences of failing to uphold the values of the Code of Conduct.

	Signature		Signature
	Parent		Parent
	Print name		Print name
	Date		Date

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I agree to take all reasonable steps to ensure that the safety, security, health and wellbeing of all students, staff, parents and visitors to the school.

	Signature		Date
	Principal		