

# Eltham Primary School

## Code of Conduct

### **Purpose:**

Eltham Primary School is committed to respecting every person's rights and protecting the safety and welfare of all people associated with the school.

All staff, parents, carers, community members and students have a right to be treated with courtesy and dignity and to participate in a school that is safe, secure, supportive and free from bullying, harassment, discrimination, racism and intimidation.

This Code of Conduct outlines the responsibilities of our staff members, parents, carers, community members, and students. The Code is designed to promote appropriate and positive conduct and to prevent poor or anti-social behaviours.

We will not tolerate anti-social behaviour at our school or towards our staff or students. It is an offence to behave in a disorderly, violent or offensive way on Department premises or fail to leave the premises if directed to do so by the principal, or their nominee.

### **Principals and their nominees are expected to:**

- Model exemplary conduct by demonstrating behaviours, values and principles consistent with this Code of Conduct.
- Communicate high expectations for the way in which staff, parents, carers, community members and students conduct themselves.
- Provide a safe, secure and supportive learning environment.
- Advise parents, carers and other members of the community of the appropriate mechanisms for dealing with complaints.
- Request any person acting in an offensive, aggressive or uncooperative manner to leave the school buildings or grounds, and if necessary, as the authorised person, direct them to do so.
- Call the police if a person fails to follow a direction to leave the premises.

### **Teachers and staff are expected to:**

- Model exemplary conduct by demonstrating behaviours, values and principles consistent with the Victorian Institute of Teaching's *'Victorian Teaching Profession Code of Conduct'* at all times.
- Work in partnership with the principal, parents and carers to enhance the learning outcomes and support the well-being and conduct of all students.
- Communicate high expectations for the conduct of all students, including high expectations about learning.
- Ensure consistency and fairness in interactions with all members of the community.
- Take seriously and respond appropriately to concerns from students, parents or colleagues about incidents of bullying, harassment, racism, violence or anti-social behaviour.
- Report all incidents of bullying, racism, harassment or violent conduct to the principal as appropriate.
- Immediately terminate discussions or meetings with parents or community members who have resorted to bullying, harassment, threats, or racism and report the matter to the principal.

**Parents, caregivers and community members are expected to:**

- Work in partnership with the school to support the learning outcomes, well-being and conduct of their child.
- Support staff in maintaining a safe, secure and respectful school environment for all.
- Contribute positively to behaviour, academic and other support plans that relate to their child.
- Raise concerns in a calm and adult manner and work with the school to resolve issues positively.
- Respect and comply with requests or directions of the principal or other members of staff.
- Be aware that loud, aggressive or threatening behaviour or any form of harassment of staff or students is unacceptable, will not be tolerated and will result in the termination of any discussion or meeting.
- Be aware that persons acting in an offensive, aggressive or uncooperative manner will be instructed by the principal or their nominee to leave the school buildings or grounds. Failure to do so can result in legal action.

**Students are expected to:**

- Work hard at their school work and engage positively with others in their classroom and the school yard.
- Take responsibility for their conduct and learning.
- Follow the school rules and lead by example.
- Demonstrate respect for themselves, other members of the school and their learning environment.
- Respect and comply with requests made by the teachers or other school staff.

This policy was last ratified by School Council on....

**18.06.2013**