



## Community Code of Conduct

Version:	V1.1	Date Authorised: May 2021
Review Date:	May 2022	

### 1. Purpose

From time to time, issues arise between individual members of any group or organisation, and they need to be dealt with efficiently and with everybody's best interests at heart. Because Bairnsdale Christian Community School is a small community as well as a school, it is important that we safeguard our professional relationships, our friendships, and the wellbeing of our children.

For this, a formal policy and process is the best tool.

The BCCS Community Code of Conduct works alongside the Bairnsdale Christian Community School Inc., values of Love, Wisdom, and Integrity. The health and welfare of all members of our Bairnsdale Christian Community School Inc. community is important. All members, particularly students and employees have the right to feel safe.

Parents, Guardians & Carers, other Community members and Staff play a formative role in the development of a child's sense of justice, equity, dignity and worth of all members of our Bairnsdale Christian Community School community. They act as one of the most influential role models within a child's life. The responsibility for upholding the values of the School in this matter must fall on those with the greatest capacity to reason and control their actions. As such the adult community of Bairnsdale Christian Community School Inc is expected to model courteous behaviour and treat all members of our community with respect and consideration.

### 2. Principles

Bairnsdale Christian Community School Inc. welcomes community participation at each of its services and values input by families and the wider community. Community members, especially parents, guardians and carers play a crucial role in the academic, social, emotional and physical development of their children. We are committed to ensuring that children feel happy, safe, and secure, and have the maximum opportunity to learn.

#### 2.1. Personal Responsibility

Underlying this document is a requirement that all of us as individuals are responsible for:

- 2.1.1. Making our best efforts to resolve our particular problem.
- 2.1.2. Making an initial commitment to the person with whom we are currently experiencing difficulty by approaching them first; if that doesn't resolve the issue, using the following process.

- 2.1.3. Safeguarding the good name of the person with whom we have an issue (remember, even if we feel angry with somebody, their good name is in our hands).
- 2.1.4. Avoid personal attacks (stay specific to the problem and avoid references to the past or general statements about what they are 'like' as an individual).
- 2.1.5. Making sure that the children are free of worry about such issues (our children should be protected from issues between adults in the community, unless it is a matter of their safety).
- 2.1.6. Referring members of the community back to the policy and encouraging them to take their issue up directly with the other person involved (this is the first step).

### **3. Scope**

Parents, Guardians and Carers, and other community members are expected to conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others and the expertise, experience, and qualifications of School employees. This Policy applies to all adults including Parents, Guardians, Stepparents, Grandparents, Extended Family, Advocates, and any Others involved in activities or communication related to the student's enrolment.

- 3.1. As a minimum, all members of the Bairnsdale Christian Community School Inc. community are expected to behave with respect, civility and in the manner of a responsible person.
- 3.2. There may be times when it is felt the actions of a member of the BCCS community have infringed the rights of a student. Under no circumstances is a Parent, Guardian, or Carer to approach another Student, whilst they are in the care of Bairnsdale Christian Community School Inc., to discuss or chastise them because of their actions. Such an approach to a student may be seen to be an assault on the student and may be referred to outside agencies such as the Police.
- 3.3. In addition to this, direct adult-to-adult contact should be avoided when there has been an incident at Bairnsdale Christian Community School Inc. involving their own student/s. It is appropriate to approach the class Teacher in the first instance to seek their intervention in bringing about an equitable and peaceful solution to the situation. If the situation remains unresolved, an approach should be made to the Principal.
- 3.4. Bullying has no place within our community. This is as true for adult-to-adult interaction as it is for child-to-child. All interactions between members of our community must be in keeping with the values of Bairnsdale Christian Community School Inc. Instances of bullying must quickly be brought to the attention of the Teacher or Principal.
- 3.5. Parents, Guardians and Carers and wider Community should ensure that everyone within the Bairnsdale Christian Community School Inc community is treated with respect, fairness and dignity, including online. Therefore, inappropriate use of social media regarding Bairnsdale Christian Community School Inc or any of its services will be responded to firmly.

- 3.6. In order to help protect Individuals' good name; problems, differences of opinion and personality clashes are not resolved by involving Other Persons in a disagreement or by taking sides in an argument. We should attempt to resolve these issues through calm dialogue between the parties directly involved whilst respecting the dignity of each and every person.
- 3.7. There is an expectation that persons working within the School as Volunteers avoid forming opinions on any Student or sharing their opinions with the broader community.

#### **4. Relevant Policies**

- 4.1. Complaints Policy and Procedures
- 4.2. Child Safe Policy
- 4.3. Anti-bullying (Students) Policy

#### **5. A Safe School**

- 5.1. As a Safe School, all members are expected to support the values and to abide by the rules and expectations of the School as set out in the appropriate publications such as the Parent Handbook, Child Safe policy and other policies. This safe school standard includes student doing the same and parents, guardians, and carers, along with staff, should endeavour to encourage the student in this.
- 5.2. Recognising that the School is committed to the safety and well-being of all its students and employees, as such parents, guardians and carers commit to support the School in its efforts to provide a safe school environment that supports student and employee well-being, and effective learning. Therefore, all communication between students, parents, visitors, and staff members should be conducted in a courteous and respectful manner as befits a Christian community. All contact of staff in relation to their work matters, is made through the school office.

#### **6. Conflict Resolution**

Parents, Guardians and Carers have the right to raise issues and concerns related to the education of their Student/s or matters pertaining to Bairnsdale Christian Community School Inc. Parents should ensure that they raise their issues and concerns with the correct person and follow the correct communication channels. Refer to the BCCS' Complaints Policy which is available on the School Website.

- 6.1. Respect and dignity are expected to be accorded to all Members of the Bairnsdale Christian Community School Inc. community, including employees and students. Confrontation and criticism in public should be avoided and there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.

- 6.2. Any conflict will be dealt with in a mature and appropriate manner. Where Students are concerned, an approach to the student's teacher will be made in the first instance.
- 6.3. Every effort will be made to listen to the concerns of all parties in a calm and rational manner without recourse or involvement of outside parties who are not directly involved in the incident.

## **7. Communication and Interactions**

All communication and interactions between students, parents, visitors, and staff members should be conducted in a courteous and respectful manner as befits a Christian community. In all communications, written and spoken language will be courteous and acceptable with value for our diversity and respect for the rights, religious beliefs and practices of individuals and their families. This is in respect of the right to points of view that are different from our own.

In general, Parents, Guardians & Carers, Students, Employees, Other Parents and Members of the Bairnsdale Christian Community School community will communicate and interact in accordance with the following features:

- 7.1. No swearing, insulting, harassing, aggressive or otherwise offensive language may be used in any interactions.
- 7.2. Enacted with the best interests of students, their families, other community members and employees there should be no engagement in malicious or judgemental gossip, and communication should ensure that anything said about others is fair and truthful.
- 7.3. Members of our Community must refrain from actions and behaviour that constitutes harassment, discrimination, or vilification.
- 7.4. All members of the community will be listened to, especially our children whilst remembering that others see their own version of an event and it may be interpreted differently to other versions.

### **7.5. With School Employees**

All School Employees are entitled to a safe and happy work environment. The priority for School Employees is the welfare and education of all students in Bairnsdale Christian Community School Inc. Parents, Guardians & Carers, and Community members should therefore ensure that their interactions with Staff do not create unnecessary stress and anxiety. To ensure this, the following practices are in place:

- 7.5.1. School Employees are not required to respond to emails and telephone calls instantaneously. Responses are not expected outside normal working hours or during school holidays unless it is an emergency.
- 7.5.2. The time available for Parents, Guardians & Carers to meet with Teachers is limited and must not disrupt the classroom. Parents, Guardians & Carers should be mindful of the teacher's time, communicate the reason for the

meeting and allow the teacher time to prepare, unless there is a genuine emergency.

#### **7.6. With Students**

As members of the Bairnsdale Christian Community School Inc. community, Parents, Guardians & Carers can support the students in communicating and interacting by encouraging them to always try their best.

This can be modelled by:

- 7.6.1. Sharing our knowledge, learning and experiences with the students.
- 7.6.2. Praising the Students and encouraging them for all their efforts.
- 7.6.3. Encouraging the development of 'enquiring minds'.
- 7.6.4. Recognising and encouraging a Student's individuality.
- 7.6.5. Ensuring support of Bairnsdale Christian Community School Inc. in its curriculum priorities and value-adding programs.
- 7.6.6. Encourage decision making, letting the Students make their own mistakes ('risk taking') and learning for themselves.

#### **7.7. With Other Parents**

Parents, Guardians & Carers will respect the privacy of other Bairnsdale Christian Community School Inc. community members email addresses and images by:

- 7.7.1. not sending unsolicited emails or "spam" to, nor forward other Members' email addresses
- 7.7.2. not using or posting images of other community members, particularly other students on any social media or public communication platforms, without their permission.

The School does not give out the email address of Parents, Guardians & Carers without their permission.

#### **7.8. At Bairnsdale Christian Community School Inc. Facilities or Events**

Where possible Parents, Guardians & Carers are encouraged to be involved in the Bairnsdale Christian Community School Inc. community and support school-based events. Whilst on School grounds Parents, Guardians & Carers are asked to adhere to the following:

- 7.8.1. Treat all property with care.
- 7.8.2. Respect Policies that support the safe and effective operations of the School and its Community.
- 7.8.3. All Visitors to Bairnsdale Christian Community School Inc's campuses, during operating hours, must sign the Visitors' Register located at the School Office and comply with all safety and emergency procedures in place.
- 7.8.4. When attending any kind of Assembly or Event, Parents, Guardians & Carers will listen respectfully, in the same manner required of Students and

Employees, and will refrain from creating any noise or disturbance during performances or speeches by Students, Employees or Guests.

7.8.5. Parents, Guardians & Carers may not interrupt or distract a teacher while Classroom instruction or learning activities are underway.

7.8.6. When visiting a Classroom, Parents, Guardians & Carers accept the authority of the Teacher and that they are in attendance on the Teacher's terms.

#### 7.9. **Physical Safety**

All Bairnsdale Christian Community School Inc. Parents, Guardians and Carers must not:

7.9.1. Use any object to threaten or intimidate another person.

7.9.2. Cause injury to any person.

7.9.3. Be in possession of, or under the influence of, or provide others with any illicit substances.

7.10. Any Parent, Guardian & Carer or Bairnsdale Christian Community School community member who invites any other person to be present at any official activity held by or for the benefit of Bairnsdale Christian Community School Inc. and its students must, at all times, be responsible for that person and ensure they act in a manner consistent with this Code of Conduct.

### **8. Consequences of a Breach**

Any Parent, Guardian or Carer, Employee or Student may notify the Principal of a possible breach of the Community Code of Conduct. The School will investigate the complaint and if satisfied that a breach has occurred:

8.1. Provide a first and/or final warning that a breach of the Code of Conduct has occurred and that a further breach will not be tolerated. Recognising that the School is committed to the safety and well-being of all its students and employees, we agree to support the School in its efforts to provide a safe school environment that supports student and employee well-being, and effective learning.

8.2. Determine whether a breach may be rectified by the Parent, Guardian or Carer making a private or public apology, depending on the circumstances, to an individual or group of individuals.

8.3. Where the breach concerns unacceptable behaviour during a visit to a Bairnsdale Christian Community School Inc. event, a warning will be issued to the Parent, Guardian, or Carer which, if the behaviour continues, may lead to being banned from Bairnsdale Christian Community School Inc. campuses or events.

8.4. Correspondence that is in breach of this Code of Conduct, because of language, an expression used or the manner in which it is sent or delivered, will not be responded to.

## **9. Right of Appeal**

- 9.1. Nothing in this Policy precludes any person from exercising their individual legal rights. This policy will apply to any decisions made by the School and Parents, Guardians and Carers and other community members may use the BCCS Complaint Handling Policy to appeal any decision made.