



COMMUNITY CODE OF CONDUCT FOR ADULTS

Commitment to Child Safety

All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

Purpose

The Community Code of Conduct for Adults, which aligns to Camberwell Girls Grammar School's (CGGS) mission and values, sets out the behaviour and expectations of all adults when representing the School, working with students and interacting with other members of the School community.

Scope

The School Community Code of Conduct relates to staff, parents, guardians, homestay providers, volunteers and contractors (School Community Members). Expectations carry beyond the physical school boundary and are relevant outside school hours, off campus and during online activities.

Principles

The following principles underpin this Code:

- All School community members should be valued and treated with respect and courtesy
- School community members have the right to expect that the environment of the School and School activities will be safe and secure and support their physical and mental wellbeing
- Students have the right to learn, teachers have the right to teach and professional support staff have the right to work in a child-safe and equitable environment
- Parents have the right to bring concerns or grievances to the School in accordance with the School's Complaint policy in an atmosphere of mutual respect and co-operation

Responsibilities

The **Principal and staff** will fairly and reasonably implement the Community Code of Conduct.

School Community Members have a responsibility to:

- support this Code and
- behave as positive role models to students.

Parents and Guardians in partnership with the School are required to ensure Students meet the School's requirements with respect to:

- Attendance and punctuality
- Participation
- Presentation (wearing correct School uniform)
- Homework
- Behaviour
- Observe and respect school policies, rules and procedures of the School and work within the guidelines

Staff, Parent, Guardian, HomeStay, Support Person, Volunteer and Contractor Acceptable Behaviour

- All Members of the School Community are required to uphold the values of the School (integrity, commitment, respect, hope and courage) and model these
- Foster and maintain a child safe environment and interact with students in a professional manner that is appropriate to the student's age
- Speak in a way that is encouraging, using positive and affirmative language and be respectful and supportive at all times
- Maintain appropriate physical and emotional boundaries in their interactions with students
- Welcome all community members and their families and be inclusive
- Behave as a positive role model to students, and support pro-social behaviour at all times
- Acknowledge the management of students during school activities is the responsibility of School staff and parents should not contact other parents directly to discuss such matters
- Refrain from public criticism of the School Community members and students
- Unless consented by the School, parents, guardians, volunteers and contractors are not permitted at any time to upload photos, videos or other footage of School activities onto any social media platforms or forums
- Appreciate that from time to time, there may be tension both within the School and in the relationship between School and home. These can be overcome and resolved with mutual respect, goodwill and a commitment to working together.
- Support the leadership of the School and have a sense of responsibility, accountability and respect for authority
- Approach all matters in a calm rational manner and without the use of inappropriate behaviour or language which becomes a barrier to resolving issues and the continuance of positive working relationships.

Unacceptable Behaviours

All Members of the School Community must NOT:

- Develop 'special' relationships with students
- Engage in grooming activities
- Use inappropriate language or swear in the presence of students
- Have online contact with a student, including social media, instant messaging or personal emails
- Photograph or video a student without the consent of the school or parent(s)
- Drive alone with a student in their car or invite a student back to their home
- Bully, harass or discriminate against a student
- Exchange personal telephone numbers or personal email addresses with students
- Share, tag or up-load inappropriate photographs or confidential information of students or the School
- Engage in any form of sexual conduct with a student including making sexually suggestive comments
- Use physical means or corporal punishment to discipline or control a student
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm
- Be under the influence of alcohol or illegal drugs when dealing with students
- Engage in any form of behaviour that has the potential to cause harm to a student or damage to the School's reputation

This Code cannot anticipate every possible scenario. If in doubt, the following should be considered:

- Does this feel like the 'right thing' to do?
- Am I acting in the student / School community's best interest?
- What would other members of the School community expect me to do?
- What would be the reaction if this was reported publicly?
- What impact might this have on the School's reputation?

Additional Requirements

In addition to meeting the above core behavioural requirements, all members of the School are also required to:

- Listen and respond immediately to any concerns / allegations of child abuse

- Report any breaches of the Code of Conduct to the relevant people in the School
- Report any concerns of child safety to a Child Safety Officer
- Ensure all legal reporting obligations are met (mandatory reporting and reportable conduct)
- Maintain a valid WWC card when engaging in School activities
- Report to the Principal any criminal charges or convictions received during the course of their engagement with the school

Communication

Parents and guardians are encouraged to:

- Engage in active dialogue with teaching and education support staff to support the partnership of the student's learning and development
- Engage in the multiple forums available (diary, letters, email, newsletters, interviews) to access information and to communicate and
- Notify the School if family circumstances change or a potential issue which may affect a child's learning or physical, emotional, academic or psychological state.

All Community members should:

- make an appointment in advance to speak to a staff member and not expect to have immediate engagement with them
- bring any grievances to a School Leadership member or School Counsellor in the first instance

Safety

All Community Members are asked to comply with relevant policies and guidelines including occupational health and safety within the School Community.

All Visitors are required to sign in and out, be accompanied by a staff member unless inducted and be familiar with the School's emergency procedures, following the direction of staff in the case of a drill, accident or emergency.

Breach of the Community Code

Should any Community Member's behaviour contravene the principles and ideals of this Code, A member of the School Leadership Team must be notified of a possible breach.

The School will discuss the nature of the concern and investigate and where satisfied a breach has occurred, the Principal or her delegate may take one or more disciplinary action such as requesting an apology, not allowing them on the school grounds, directing communication through a School Leadership representative or the discontinuance of enrolment (as this Code forms part of the terms of Enrolment Agreement), homestay or business contract. Where the behaviour threatens safety of a community member the police may be contacted. Unacceptable behaviour of a staff member will be dealt with under the Staff Code of Conduct

Communication of the Policy

The Community Code of Conduct will be made available for all members to access from the School website and will be published in the respective staff and parent handbooks and on the School Policy System.

Related Policies

- Student Code of Conduct
- Staff Code of Conduct
- Child Safe Policy
- Respectful Workplace Policy
- Occupational Health and Safety Policy
- Complaints Management Policy

Policy Review

This Code will be reviewed annually or more often as circumstances require. Next scheduled review date is November 2022.

Parent Acknowledgement

Please sign your commitment to the CGGS Community Code of Conduct and return to the signed copy to the School Reception or email Senior School senioradmin@cggs.vic.edu.au or Junior School junioradmin@cggs.vic.edu.au

I acknowledge that:

I have read, understood and agree to abide by the information outlined in the Student Diary

I can access the latest copy of the School's Child Safety Policy and reporting obligations in Parent Lounge

I confirm that I know how to use the School's Child Safety Reporting Procedures

I understand that if I breach School rules and/or expectations there will be consequences

I have read, understood and agree to support my daughter to abide by the School's:

- Rules and Expectations
- Academic Integrity Policy
- Student ICT, Mobile Phone and Device Usage Policy
- ICT Code of Conduct [please sign separate acknowledgement attached]
- Student Code of Conduct

I acknowledge that 1:1 video conferencing in remote learning periods forms part of remote learning.

I give permission and consent to my daughter's photograph being taken for digital communications and social media purposes Yes No

Name of Parent 1: _____
(Please print)

Signed: _____ Date: _____

Name of Parent 2: _____
(Please print)

Signed: _____ Date: _____