



**St Rita's College** Ltd

[www.stritas.qld.edu.au](http://www.stritas.qld.edu.au)

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**St Rita's College Ltd**

**College Community Code of Conduct**

**Version 3.0**

## PURPOSE

St Rita's College follows the mission of Jesus as lived by the founder of the Presentation Sisters, Venerable Nano Nagle. The College is committed to fostering a safe and Christian environment where positive interpersonal relationships exist between members of the College community.

The College fully endorses the view that a large part of what children and young people learn comes from their observation of others. Hence, in the crucial area of learning how to develop positive interpersonal relationships and social skills, children and young people require suitable role models. This Code of Conduct for the College community outlines the type of practice we require all community members to follow. We hope it will assist in ensuring the safety and wellbeing of students, families and staff. The Code of Conduct is a broad outline of behavioural principles, expectations and ideals. This Code of Conduct will provide guidelines to promote desirable and appropriate behaviour to ensure that all interactions with students, community members and staff is respectful, honest, courteous, sensitive, tactful and considerate.

## RATIONALE

The College Community Code of Conduct aligns with our Pastoral Care policy and seeks to:

1. create a climate of care in the College based on Gospel Values.
2. promote the development of quality relationships which are based on our six pillars of Compassion, Hospitality, Simplicity, Courage, Justice, and Hope.
3. develop satisfying, relevant learning experiences which develop respect, self-discipline, initiative, responsibility, creativity, leadership and a sense of achievement.
4. establish an effective care network leading to care, personal growth and support

This Code of Conduct provides members of the College community with guidelines for the effective development of positive relationships within the College community and assists in promoting the behaviours that are in keeping with the College's vision and values.

## SCOPE

For the purpose of this Code of Conduct 'College Community' comprises:

- past, present and future parents, guardians, caregivers;
- past pupils;
- former employees;
- volunteers, step-parents, relatives, extended family;
- visitors, friends, supporters, carers and invitees of the College

when in the College environment (both physical and digital) or when attending any College functions.

Parents/Carers and students will agree to be bound by the College Community Code of Conduct when parents/carers sign the Conditions of Enrolment with the College. Although other community members are not a party to that enrolment agreement, this College Community Code of Conduct is a guide for them about expected standards of behaviour.

## COMMUNITY CODE OF CONDUCT

### 1. COMMUNICATIONS AND INTERACTION WITH STAFF, OTHER PARENTS AND STUDENTS

The College is committed to open, honest and timely communication with, and between, all members of the College community. We believe that communication should be respectful, relevant, measured, amicable and sensitive. All members of the College community are expected to interact civilly with staff, students and other parents/carers. Written and spoken communication should be courteous and respectful. Abusive language, raising your voice, insulting or violent behaviour is not appropriate.

Parents/Carers are expected to ensure that relationships and physical contact with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided. Whilst interaction between students can be unruly, it is not appropriate to discipline other parents' children whilst on College grounds, unless there is a reasonable health and safety concern. Physical contact should be avoided unless there is a reasonable health and safety concern.

In some circumstances, parents/carers are required by law to advise the College of areas of potential conflict, such as parenting and family court orders. The College expects parents/carers to behave lawfully on College grounds and observe the terms of any order, obligation or undertaking to which they are subject.

### 2. USE OF SOCIAL MEDIA

Social media can be defined as how we use technology to communicate and connect with others. Despite the range of positive uses for social media, there are also a number of ethical and legal issues associated with its use. Many people may hold the mistaken belief that anything published online will be without legal consequence. However, all members of the College community should be aware that there are a number of potential legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage and defamation.

Parents/Carers and members of the College community are required to abide by privacy laws and the College's expectations of all community members, by complying with the following:

- The College, its staff and community members should not be mentioned or discussed in a negative or defamatory way.
- Interaction with the College's social media channels should be positive and in accordance with the College's values. The College reserves the right to review all comments and remove any that are inappropriate, offensive or that do not reflect our College values.
- Photographs of students in College uniform represent the College and its students and should not be posted if they have the potential to bring negative connotations towards the College, its staff or students.
- Photographs containing other students should not be posted without the express consent of the other child's/children's parents.
- Parents/Carers are not permitted to make contact with other students via any form of social media without the express consent of the student's parents.
- No social media accounts, blogs or groups may be established or operated in the College's name or any of our associated entities and or their derivatives without the express permission of the College.
- Images owned by the College should not be distributed in any manner without prior permission of the College.

### **3. COCURRICULAR ACTIVITIES**

College community members are expected to comply with the following principles when attending co-curricular activities:

- Students involved in cocurricular activities do so principally for their enjoyment and should always be encouraged to abide by the rules. They should be taught that team commitment is a consideration and be encouraged to give their best effort.
- Students should be taught that honest effort is as important as victory, so results are accepted without undue disappointment.
- Students should be encouraged to work towards performance improvement and good sportsmanship. Never ridicule or yell at a person for making a mistake or for losing.
- Do not publicly question the referee's or official's judgement or his or her honesty.
- Support all efforts to remove verbal and physical abuse from cocurricular activities.
- Recognise the value and importance of coaches, managers and officials. They give of their time and resources to provide recreational activities for all students; and
- Do not approach a referee or official at any stage during or immediately after an event, except in appreciation.

### **4. WHAT MEMBERS OF THE COLLEGE COMMUNITY CAN EXPECT FROM THE COLLEGE**

The College takes seriously any issues that are brought to its attention. Complaints will be resolved in a manner that affirms the dignity of those involved and delivers outcomes that foster reconciliation and personal growth. If parents/carers or other members of the College community express their concerns to the College, they can expect to be treated with courtesy and respect in order to try and resolve the matter.

As a general guide, minor issues may be raised with your daughter's House Group Teacher or Head of House. Cases of more serious inappropriate conduct or misconduct should be directed to the Deputy Principal – Students or the Principal. Each situation will be considered as it arises and based on the issues.

The College will act in accordance with its Complaints Handling Policy.

### **5. WHAT MEMBERS OF THE COLLEGE COMMUNITY CAN EXPECT FROM STAFF IF COMMUNICATION BECOMES INAPPROPRIATE**

In cases where a parent/carer or a member of the College community does not interact civilly with staff, either in person in or outside of the College grounds, during a phone call, or via email, the staff member may take one of the following actions:

- Request that the person cease their inappropriate communication in order to allow the communication to proceed.
- Inform the person that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion.
- Request another staff member be present for the remainder of the meeting, if deemed necessary to proceed with such.
- Lodge a complaint against the offending person.

## 6. BREACHES OF THIS CODE OF CONDUCT

With these guidelines in place it is hoped that members of the College community can appropriately direct their concerns and contribute to a harmonious College community that reflects and builds on the College's values.

The consequences for breaching this Code of Conduct will be determined by the Principal and may include one of the following:

- A first and final warning meeting and subsequent letter being issued to inform the relevant person/s of the outcome of the investigation and that another breach of the Code of Conduct will not be tolerated.
- A banning from being on the College grounds or attending any cocurricular activity.
- A direction, in the case of a parent/carer, that he or she may only communicate with members of staff through a specified College representative.
- In cases of extreme or prolonged breach of this Code of Conduct by a parent/carer, the College may terminate the enrolment of the child of that parent.
- The College may, where appropriate, involve other authorities.
- The College may take other such steps as it deems appropriate according to the nature of the breach.

Our College recognises that the vast majority of interactions within our community are overwhelmingly positive and productive. Our staff value the support and partnership with all members of our College community in the care and development of your daughters.

## STANDARDS OF BEHAVIOUR

College community members should act according to the following guidelines:

### a. Communication

- Use courteous and acceptable written and spoken language. Refrain from the use of profane, insulting, harassing, aggressive or otherwise offensive language.
- Accept that the use of swearing, derogatory terms, sexual jokes, innuendo and other inappropriate language in the College environment or around students will not be tolerated.
- Give encouraging and constructive feedback rather than negative criticism.
- Responses to emails and telephone calls by the College are not expected to be instantaneous or out of normal working hours, unless of an urgent nature. The College's response time for emails is within 48 hours.
- While on College grounds or attending College activities, staff are responsible for the students that are enrolled in the College.
- Parents/carers, and other persons attending with children not enrolled in the College are responsible for supervising the behaviour of those children.
- Discipline of students is the responsibility of staff and therefore any matters or concerns related to managing students' behaviour should be referred to staff immediately.
- Under no circumstances should a student, parent/carer or member of staff be approached in a confrontational manner.

**b. Relationships**

- Respect diversity in people, their ideas and opinions and treat others fairly regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- Respect the legal and moral rights of others and treat them with dignity, civility and respect at all times, and especially when there is a disagreement.
- Respect the value and importance of staff and volunteers within the College community.
- Acknowledge and affirm success in individual and College achievement.
- Refrain from public criticism of College students and staff and College activities and events.
- Refrain from actions and behaviour that constitutes harassment or discrimination, including inappropriate use of social media and email.

**c. Ethical Conduct**

- Support the College in the development of a learning community based on our Presentation traditions and Gospel values, to work in a cooperative and positive manner.
- Demonstrate honesty and integrity.
- Always act in the best interests of students, their families, and staff members. Show proper care and regard for College property and the property of others.
- Take appropriate measures to help those in need.

**d. Safety**

- Support the College's policies and acknowledge that the Principal is responsible for implementing these policies.
- Comply with all relevant policies and procedures of the College.
- Be aware of the emergency evacuation procedures.
- Respect and comply with all applicable Commonwealth and State laws.

**e. Confidentiality**

- Comply with the College's Privacy Policy. Personal information should not be used for the benefit of others (this includes use for business pursuits or networking opportunities).

**f. Conflict Resolution**

- Seek staff assistance, if necessary, to resolve conflict peacefully.
- Work with staff to deal promptly with areas of concern.
- Accept staff decisions and follow their directions. Speak with the staff member if there is a problem complying with any directions.

**g. College community members must not:**

- Verbally abuse, threaten or inflict bodily harm on another person by any physical aggression or encourage others to do so.
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exception is when, in the normal course of events, the College provides hospitality to members or guests of the College community in keeping with appropriate legal and hospitality regulations.
- Be in possession of or use any vaping equipment or vaping utensil or be in possession of a substance intended for use, used in connection with vaping equipment or a vaping utensil.

**ACCOUNTABILITY**

<b>Role</b>	<b>Responsible for</b>
Principal	Implementation and Oversight
All Staff	Adhere to this Code of Conduct
College Community	Adhere to this Code of Conduct

**ASSOCIATED DOCUMENTS**

<b>Description</b>	<b>Document Type</b>
Pastoral Care Policy	Policy
Privacy Policy	Policy
Complaints Resolution Policy	Policy

**REVIEW AND APPROVAL**

<b>Version</b>	<b>Update</b>	<b>Author</b>	<b>Authorisation</b>	<b>Approval Date</b>	<b>Next Review</b>
3.0	Update to Standards of Behaviour.	Principal	CLT	February 2021	2024
2.0	Extension of College Community under 'Scope'.	Principal	CLT	May 2020	2023
1.0		Principal	CLT	July 2019	2022