



WILLIAMSTOWN PRIMARY SCHOOL

Community Code of Conduct

TO A PROMOTE HEALTHY, SAFE AND RESPECTFUL SCHOOL

1. BACKGROUND

Williamstown Primary School recognises the importance of having a strong 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 our agreed school values of Respect, Responsibility, Resilience and Learning.

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.

2. PURPOSE

- To ensure all members of the Williamstown Primary School community conduct themselves in a manner which promotes a healthy, safe and respectful school environment for all.

3. DEFINITIONS

School means Williamstown Primary School.

4. OUR 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 deemed at risk (academically, socially or emotionally).
- 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 non-teaching staff, we will:

- Treat all members of the school community with respect.
- Be a positive advocate for Williamstown PS.
- Model positive behaviour to students consistent with the standards of our profession.
- Engage with parents about student learning and student wellbeing, as required.

- 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 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 'Addressing Complaints and Concerns Policy'.
- Refrain from approaching and/or contacting other students and/or parents about school related incidents (including via phone, text, social media or email).
- Be respectful of the workplace conditions of all school staff and acknowledge that most communication will occur during regular work hours (*refer to the Williamstown PS Communication with School Staff policy*)
- 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 take pride in being a Willy Kid.
- Support the learning of ourselves and 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 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 the school to 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.

5. 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 deems as inappropriate.

6. CONSEQUENCES FOR FAILING TO UPHOLD THE VALUES OF THIS CODE OF CONDUCT

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.

7. RAISING COMPLAINTS AND/OR CONCERNS

Williamstown Primary School understands that there are times our families or community members may wish to raise a concern or complaint. In this instance, we encourage our school community to make contact with us via the preferred methods, so we can begin a discussion and work towards a resolution (please see our [website for contact information](#)). Further information about how Williamstown Primary School addresses complaints and concerns can be found in the School's Addressing Complaints and Concerns Policy.

References:

- *Williamstown PS Privacy*
- *Williamstown PS Communicating with School Staff Policy*
- *Williamstown PS Addressing Complaints and Concerns Policy*
- www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx
- <http://williamstownps.vic.edu.au/feedback/>

8. REVIEW AND POLICY HISTORY

- This policy is due for formal review in August 2022 although it may be changed at any time as required after discussion with School Council and the Principal or if guidelines change.

Policy History

Version Approval Date	Summary of changes	VRQA Requirement	DET Mandated Policy	School Council Input
August 2019	New policy	Yes	Yes	Consultation suggested. Approval not required.