



Mother Teresa School

Code of Conduct for Community Members Policy

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Intent and objectives

The Code of Conduct for community members provides definition on how the values of Mother Teresa School are demonstrated in the day-to-day activities of the school. The Code outlines the expected standards of behaviour and how members of the community are to conduct themselves.

Definitions A **Code of Conduct** is a set of rules, regulations and guidelines which employees are expected to observe during their employment.

Scope

The Code applies to all community members and visitors.

1. Respecting others

When working with others, community members are expected to treat students, staff and members of the community with respect for their rights and obligations by:

- being courteous, honest and fair when dealing with others and when making decisions;
- treating all people justly, irrespective of gender, sexual orientation, race, disability, religion, marital status, age, political conviction or other attributes;
- acting in ways that support the reputation of school, staff and students;
- protecting the privacy of others and maintaining appropriate confidentiality regarding personal matters;
- respecting cultural backgrounds of staff, students, and community members and conducting activities sensitive to the cultural context of the school;
- avoiding behaviour which might reasonably be perceived as harassment, discrimination, bullying or intimidation.

2. Acting professionally

All community members are expected to act in an appropriate and conscientious manner at all times by:

- behaving ethically and taking action to prevent unethical practices;
- maintaining confidentiality;
- seeking to attain the highest possible standards in all areas of the school;
- ensuring any public comments made about the school are positive;
- conducting activities in a manner that supports health, safety and wellbeing for all members of the community;
- refraining from acting in any way that would unfairly harm the reputation of Mother Teresa School.

3. Community Resources

Community members are expected to use all facilities, equipment and processes efficiently, carefully and in a proper manner by:

- using community facilities economically and securing resources against theft, damage, or misuse;
- being green in the workplace: pursuing the principles of sustainability and understanding the impacts and opportunities of our community;
- not using community resources for personal purposes unless permission has been granted by the Principal.

4. Parents wishing to make an appointment with a staff member

If parents wish to talk to a teacher they are asked to make an appointment for a brief conversation. Parents are asked to not expect to have an extended conversation during drop-off and pick-up times.

Teachers can be contacted via email. Eg **teacherfirstname.teachersurname@cg.catholic.edu.au**. Teachers

will make every endeavour to get back to parents promptly to organise a mutually convenient appointment.

It is expected that parents adhere to the principles outlined in this agreed practice. Failure to do so could result in the meeting being terminated and referred to the Principal.

5. Staff – Code of Professional Standards

The Catholic Education Office has a policy, the Code of Professional Standards for all members of staff working in the school. This Code of Professional Standards assists staff to clarify the parameters of appropriate and inappropriate conduct for their work in child related employment. It will also assist in achieving a safe and supportive school environment for students, staff and the school's broader community.

The Code of Professional Standards outlines the following:

- Professional Responsibilities of Staff;
- Professional Relationships;
- Maintaining Professional Boundaries;
- Duty of Care;
- Risk Management;
- Student Management;
- Physical Contact with Students;
- Confidentiality;
- Unacceptable Conduct.

6. Working with Vulnerable People

The Working with Vulnerable People (Background Checking) Act 2011 aims to reduce the risk of harm or neglect to vulnerable people in the A.C.T.

The Act requires people who have contact with vulnerable people while engaging in regulated activities and services to register with the Office of Regulatory Services (ORS). The act applies to all staff and parent volunteers.

7. Weekend Sport, Sporting Carnivals and Excursions

Students, Parents & Carers are expected to behave in a manner that maintains or enhances the reputation of Mother Teresa School. At sporting events all participants, parents and supporters are at all times to treat coaches, team mates and opponents with respect, fairness and courtesy.

The following website provides more information – www.ausport.gov.au

Parents who assist teachers by accompanying class excursions must also follow the Code of Conduct at all times. All school excursions will have a coordinator who along with other school staff will manage the excursions and have the authority to change details of the excursion as circumstances dictate.

POLICY DATES	
Formulated & Implemented	2016
Next Review Due	2019