



HIGHVIEW COLLEGE

CODE OF CONDUCT POLICY

Person Responsible – Board

(Ratified Annually)

Developed by	Lawyers, Collins, Biggers & Paisley	2018
Reviewed by	Caretaker Board Chair, Stephen Norris	26 January 2019
Reviewed and Ratified by	The Highview College Board	20 March 2019
Reviewed by	Melinda Scash	1 July 2019

Definitions

‘College’ means Highview Christian Community College Limited.

‘Parent’ means:

- The biological mother or father of a student at the College;
- a person named under a parenting order which states that the student is to live with the person (whether or not the person is a Parent of the child);
- a person named under a parenting order which provides that the person has parental responsibility for the child's long-term or day-to-day care, welfare and development (whether or not the person is a Parent of the child);
- the person (whether or not a Parent of the child) who has guardianship or custody of the child, jointly or otherwise, under an Australian law or a foreign law, whether because of adoption, operation of law, an order of a court or otherwise.

‘Participant’ means:

- Employees
- Students
- Members of the Company
- Directors of the Board
- Members of Board Sub-Committees
- Any workers contracted to undertake work on site or in relation to the College
- Any other adult participating in any school committee, function, meeting or activity

Introduction

Highview College exists to offer a holistic education for students, with a focus on academic excellence as well as personal development. The College is a community where staff and students interact to foster optimal growth for each individual student.

We achieve these objectives with a focus on positive relationships and by strong reference to our Christian values, including growth, respect, aspiration, compassion and excellence (GRACE).

Rationale

At the College, we aim to provide an open, welcoming, inclusive and safe environment for all.

The College strives to nurture a partnership between Parents and Participants (including staff, students, volunteers, visitors and contractors) where:

- all relationships are based on mutual respect, trust and a spirit of collaboration in accordance with the values of the College;
- Parents are recognised for the primary role they play in their child's faith formation, learning and wellbeing;
- teachers and staff, including the Principal, are respected for their professional skills and competence in educating students;
- Parents and Participants and the College work in partnership to achieve the best possible outcomes for each student.

As a Parent or Participant, you are expected to support the philosophy, values, policies and practices of the College. You can do this by abiding by the Code of Conduct, as enunciated, and, if a Parent, by assisting your children to meet their own commitments to learning.

Scope

The Code of Conduct outlines the way in which the College requires all adults to conduct themselves when visiting or working at the College, participating in College activities and communicating with members of our College community including students, staff, other parents and visitors.

The Code of Conduct applies to you in all circumstances when communicating with or involved in activities related to the College in any way or in any form.

This Code of Conduct should be read in conjunction with other College policies, in particular for Parents, the Enrolment Policy.

Responsibilities

Parents and Participants play a key role in the education of our students and are our students' most significant role models. Accordingly, the College expects a high standard of personal behaviour from Parents and Participants in the College when they are on College grounds, attending College events, communicating with staff, students or other parents or otherwise participating in College life.

Without limitation, it is expected that you will comply with the following:

Dealings and communication

You must treat others with fairness, courtesy and respect at all times, and must not act

aggressively towards any member of the College community.

You must use courteous and acceptable written and verbal language in all communication and dealings with students, staff, other parents and members of the College community, including the Principal.

It is never appropriate to use aggressive or provocative language, ironic or cynical comments, nor insulting, harassing or profane language.

Participation

- When you enroll a child at Highview College, volunteer or accept employment, you are agreeing to abide by this Code of Conduct
- Participation in the membership of the Highview College Company must be consistent with this Code of Conduct
- Participation in the College Board, or any committees, forums, associations or events must be consistent with this Code of Conduct

Visiting the College during College hours

While we welcome parents and guests to our College, the safety of our students is our first responsibility. We abide by the child safe standards contained within Ministerial Order Number 870.

The College is a secure site with clear protocols and procedures for visits, which include:

- All visitors to the College are required to sign in at Reception so that their presence in the College is recorded in the event of an emergency and for safety and security;
- You must comply with all safety and emergency procedures in place at the College in the event of an emergency while you are on the College premises;
- When attending any kind of College assembly or public meeting, you must listen respectfully, giving due attention to the speaker/s;
- You must be respectful and polite on College premises;
- You are only permitted to enter classrooms with the express permission of the classroom teacher;
- You must not attend College grounds or events if affected by alcohol or other intoxicant. On the rare occasion that the consumption of alcohol is sanctioned at a College event, it is expected that it will be consumed responsibly.

Communication with College staff

As the priority for College staff is the wellbeing and education of all students in the College, all staff need to feel safe in their environment. Communication with staff should therefore be thoughtful, prepared, measured, factual and reasonable. We work to avoid the stress or

anxiety which may sometimes be caused through poor or aggravated tone in rushed or emotional communications.

The role of teacher or Principal does not allow academic staff to respond to emails and telephone calls instantaneously. Reasonable response time is defined as 'within twentyfour hours'. In general, responses from staff to you are not expected out of normal College hours or in College holiday periods.

Communication with the College Board

All communications with the Board must be courteous and respectful and addressed only to the Board Chair boardchair@highview.vic.edu.au .

Communication with other parents/participants

At all times, parents and participants are expected to be a positive advocates of the College. The College greatly values and expects the positive advocacy of its community.

You must respect the privacy of others. Email addresses, addresses, phone numbers and other details, which, when distributed by the College for whatever reason, are to be used for College matters only.

Vexatious complaints

You must not make vexatious complaints against any member of the College community, including the Principal or other staff members.

Parental and participant behaviour at sporting events and other extra-curricular activities

At sporting, extra-curricular and co-curricular events, you are expected to model respectable behaviour towards the opposition and umpires at all times, in the spirit of the game and in line with College values. This expectation follows for any out-of-hours event.

Notification of court orders

If required by law, you must notify the College of areas of potential conflict, such as parenting and family law court orders, and observe the terms of any order.

Consequences of a breach of the Code of Conduct

For Parents - The continued enrolment of your children is conditional upon your ongoing compliance with this Code of Conduct. Any staff member of the College may notify the Principal of a breach of the Code of Conduct.

For Participants – Your continued participation is conditional upon your compliance with this Code of Conduct. Any staff member of the College may notify the Principal of a breach of the Code of Conduct.

On notification of a possible breach, the Principal will investigate the complaint and recommend a course of action to the College. In summary, the following are possible outcomes of a breach of the Code of Conduct:

- A meeting with the Principal and any other concerned staff members, to discuss the breach;
- You and any other participants involved in a dispute may be required to attend a mediation facilitated by the College;
- Where the breach constitutes clearly unacceptable behaviour while on site, the College may issue a trespass warning or seek an intervention order against you;
- For parents - Termination or suspension of your children's enrolment at the College, at the Principal's discretion
- OR for participants *who are not Company Members* - Termination or suspension of your involvement at the College at the Principal's discretion
- OR For Members of the Company – *disciplinary proceeding as outlined in the Company's Constitution.*

Acceptance

Parents and participants are required to comply with the College's Code of Conduct Policy which is located on the website.

Parents and participants will be taken to have read, understood and agreed to this Code of Conduct Policy by either:

- accepting the College's offer of enrolment for their child or by continuing their child's enrolment after receiving a copy of this Code of Conduct;
- Accepting employment with the College
- Becoming a member of the Company;
- Participating in the College Board or Board Sub-Committees; or
- Participating in College committees, forums, meetings, activities or events.