



ALL HALLOWS' SCHOOL

A Ministry of Mercy Partners

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# All Hallows' School

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## School Community Code of Conduct

March 2020

## **1. Rationale**

The All Hallows' School community, in acknowledging that each person is made in the image of God, is committed to fostering relationships in which the inherent dignity of all persons is recognised and respected. This Code of Conduct reflects the School's ethos as embodied in the All Hallows' School Mission and Values Statements.

This Code of Conduct provides members of the School Community with guidelines for the effective development of positive relationships within the School Community and assists in promoting the actions and behaviours that are in keeping with the School's purpose and values.

## **2. Purpose**

Our School aims to provide an open, welcoming and safe environment for all. We believe that all community members play a valuable role in the life of the School. This Code of Conduct for parents/caregivers and community members outlines the type of behaviours we expect all community members to follow. . The Code of Conduct is a broad outline of behavioural principles, expectations and ideals. This Code of Conduct provides 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. The Code specifies the consequences for any member of the School Community who does not comply with these expected standards of behaviour.

## **3. Application**

For the purpose of this Code of Conduct, 'School Community' comprises parents, caregivers, past pupils, volunteers, step-parents, relatives, extended family, visitors, friends, supporters, carers and invitees of the School, when in the School environment (both physical and digital) or when attending any School related function or activity at any other location.

Parents/caregivers and students agree to be bound by the School Community Code of Conduct when parents/caregivers sign the Confirmation of Enrolment with the School.

Although past pupils, step-parents, relatives, friends, supporters and carers of girls at the School are not a party to that Enrolment Agreement, the School Community Code of Conduct is a guide for them about expected standards of behaviour.

## **4. Respectful Communication and Interaction with Staff, School Community Members and Students**

School community members are expected to interact civilly and respectfully with staff, students and other community members at all times. Written and spoken communication and also tone and body language should be courteous and respectful. Abusive language, raising your voice, insulting or violent behaviour to anyone on School grounds or at any School-related event, is not appropriate.

School community members are expected to ensure that relationships with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided.

School community members are expected to ensure that age-appropriate language and physical contact with students is appropriate given the age of, and relationship with the student such that questions of impropriety do not arise.

In some circumstances parents are required by law to advise the School of areas of potential conflict, such as parenting and Family Court orders. Parents and caregivers are expected to keep the School informed about a student's parenting arrangements. The School expects parents to behave lawfully on School grounds and observe the terms of any order, obligation or undertaking they may be subject to and not involve the School in parenting disputes.

## **5. What School Community Members Can Expect from a Staff Member if Communication Becomes Inappropriate**

In cases where a school community member does not interact civilly and respectfully with staff (including volunteers and contractors), either in person in or outside of the school grounds, during a phone call, or via email, the staff member may take one of the following actions:

- Request that the school community member cease their inappropriate communication in order to allow the communication to proceed.
- Inform the school community member 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.
- Lodge a complaint to an appropriate middle or senior staff member against the offending school community member.

## **6. Use of Technology and 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, parents 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.

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

- Respecting a staff member's professional and personal boundaries, by not using their personal online presence to raise School matters or otherwise engage in disrespectful behaviour.
- Not discussing confidential or sensitive School matters, including in relation to concerns or grievances about a particular staff member or student, online.
- Recognise the damage that gossip can do within a School community, and avoid unconstructive commentary (including criticism, uninformed rumour or speculation) with other School community members on social media.
- The School, school staff and school community members should not be mentioned or discussed in a negative or defamatory way which may bring the School or any member of the School community into disrepute.
- Interaction with the School's social media channels should be positive and in accordance with the School's values. The School reserves the right to review all comments and remove any that are inappropriate, offensive or that do not reflect our School values.

- Photographs of students in school uniform represent the School and its students and should not be posted if they have the potential to bring negative connotations towards the School, its staff or students.
- Photographs containing other students should not be posted without the express consent of the other child/children's parents.
- School community members 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, forums or groups may be established which features the School's name by Parent Support Groups, Co-Curricular groups, volunteers or community members which may suggest that it is operated or sanctioned by the School without the express permission of the School.

## **7. When visiting School grounds or attending School activities or events offsite**

School community members are expected to comply with the following principles when attending School activities and events:

- Complying with the School's health and safety and risk management procedures.
- Only enter a classroom or other student environment when invited to do so by a staff member.
- Complying with any reasonable directions given by staff.
- Being a positive role model and demonstrating good sporting conduct and fair play when attending the School's co-curricular sport and performing arts activities and events.

Respectful behaviours would include:

- Turn defeat into victory by helping our students 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 and never his or her honesty.
- Support all efforts to remove verbal and physical abuse from co-curricular activities.
- Recognise the value and importance of coaches, managers and officials who give of their time and resources to provide co-curricular activities for all students, and
- Do not approach a referee or official at any stage during or immediately after an event, except in appreciation.

## **8. What School Community Members Can Expect from the School**

The School is committed to the education and wellbeing of each student and takes seriously any issues that are brought to its attention. If school community members express their genuine concerns to the School, they can expect to be treated with courtesy and respect in order to try and resolve the matter in an appropriate and constructive forum.

As a general guide, minor issues may be raised with your child's teacher or Head of House. Cases of more serious inappropriate conduct or misconduct ought to be directed to the Head of Middle School, Head of Senior School, Deputy Principal – Students or Principal.

Each situation will be considered as it arises and based on the issues.

The School will act in accordance with its Policy on Complaints Resolution when dealing with concerns and grievances.

## **9. Consequences for Breaches of this Code of Conduct**

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

The consequences for breaching this Code of Conduct will be determined by the Principal or her delegate 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 School grounds or attending any activity or event either for a particular period of time or permanently.
- A direction, in the case of a parent/caregiver or school community member, that he or she may only communicate with members of staff through a specified School representative.
- In cases of extreme or prolonged breach of this Code of Conduct by a parent, the School may terminate the enrolment of the child of that parent.
- The School may, where appropriate, involve other authorities.
- The School may take other such steps as it deems appropriate according to the nature of the breach.

All Hallows' School recognises that the vast majority of interactions within the School community are overwhelmingly positive and productive. The School staff are very grateful for the ongoing support and partnership with all members of the School community in the education, care and development of our students.

## Appendix 1 – Guidelines

### Standards of Behaviour

School community members should act according to these guidelines:

#### 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 School 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 School are not expected to be instantaneous or out of normal working hours, unless of an urgent nature. The School's response time for emails is within 48 hours.
- While on school grounds or attending school activities, the School's staff are responsible for the students that are enrolled in the School.
- School community members, and other persons attending with children not enrolled in the School 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, school community member or member of staff be approached in a confrontational manner.

#### 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 School community.
- Acknowledge and affirm success in individual and school achievement.
- Refrain from public criticism of school activities and events and children and staff at the School.
- Refrain from actions and behaviour that constitutes harassment or discrimination, including inappropriate use of social media and email.

#### Ethical Conduct

- Support the School in the development of a learning community based on our School's Mercy traditions and Gospel values, to work in a co-operative 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 school property and the property of others.
- Take appropriate measures to help those in need.

## Safety

- Support the School's Policies and acknowledge that the Principal is responsible for implementing the School's Policies.
- Comply with all relevant policies and procedures of the School. These are displayed on the School website.
- Be aware of the emergency evacuation procedures.
- When dropping off or picking up students from School or school related co-curricular activities held off-site, school community members are expected to comply with all traffic rules to ensure the health and safety of all members of the school community.
- Respect and comply with all applicable Commonwealth and State laws.

## Confidentiality

- Comply with the School's Policy on Privacy.
- Parent Directory and personal information should not be used for the benefit of others (specifically, must not be used for business pursuits or networking opportunities).

## Conflict Management

- 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.

## School 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 School provides hospitality to members or guests of the School community in keeping with appropriate legal and hospitality regulations.

## Appendix 2 – Related Policies, Guidelines and Procedures

### 2.1 All Hallows' School Policies on:

- Pastoral Care;
- Student Protection;
- Harassment;
- Anti-Bullying;
- Social Media;
- Digital Capture.