



ALL HALLOWS' SCHOOL

A Ministry of Mercy Partners

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# All Hallows' School

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## School Community Code of Conduct January 2026

We acknowledge the traditional owners, the Turrbal and Jagera people.  
We pay our respects to them. May we walk gently on this land.

## 1. Rationale

- 1.1 The All Hallows' School community, in acknowledging that each person is created in the image of God, is committed to fostering relationships in which the inherent dignity of each person is recognised and respected. This Code of Conduct reflects the school's ethos as embodied in the All Hallows' School Mission and Values Statements.
- 1.2 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 actions and behaviours that are in keeping with the school's ethos and values.
- 1.3 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 school community members outlines the type of behaviours that all community members are expected to follow.
- 1.4 All Hallows' School has zero tolerance for all forms of abuse and disrespectful conduct, whether that is directed towards students and other children our community engages with, staff, volunteers, contractors and consultants or any member of our community. All Hallows' School is committed to safety, particularly WHS, Child Safety and creating environments free from harassment or discrimination. Our commitment is based on our Mercy values of compassion, respect, justice, and service. We are committed to and promote the safety, wellbeing, inclusion, participation, and empowerment of all children, including Aboriginal and Torres Strait Islander children, children with disability, and children from culturally diverse backgrounds. Child Safety is the responsibility of every member of the community.
- 1.5 All Hallows' School recognises that the vast majority of interactions within the school community are overwhelmingly positive and productive. School employees and volunteers 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.

## 2. Definitions

**Contractor** – means any person who is engaged by the school to provide a service or perform work in accordance with the terms of their contract or agreement. An independent contractor is responsible for providing their own equipment, tools or other assets required to perform the work. The contractor takes responsibility for the work they perform and how they perform that work.

**Employee** – means any person who is employed by AHS, on a temporary, casual, part-time, fixed term or continuing basis pursuant to a contract of employment. The term 'employees' does not include independent contractors and employees of labour-hire companies.

**School** – means All Hallows' School Limited ABN 99 143 964 372 and its controlled and

associated entities, including, but not limited to, the All Hallows' School Parents and Friends Association, the Catherine McAuley Bursary Trust, the All Hallows' Foundation, parent support bodies and any other member or members of the school community.

**School community** – means parents, caregivers, step-parents, relatives, extended family, past pupils, visitors, friends, supporters 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.

**Social media** – means any form of online publication or presence that allows interactive communication, including social networking platforms and sites (e.g. Facebook, Tiktok, X, LinkedIn, Snapchat), internal intranet social portals, video and photo sharing websites (e.g. Flickr, YouTube, Instagram, Pinterest), instant messaging (e.g. SMS, WhatsApp), geospatial tagging (e.g. Yelp), location based dating apps, blogs, micro-blogging, podcasts, gaming platforms, wikis, online collaborations and forums, discussion boards and groups.

**Student** – a prospective, current or past student of the school. Student might also include students from other schools, depending on the circumstances.

**Volunteer** – means any person who is acting on a voluntary basis at the school to fulfil a specific purpose and who is not paid a wage for an work performed. A volunteer may receive an honorarium payment. A volunteer maintains responsibility to ensure their safety, and the safety of others, and is required to comply with the school's policies and procedures.

### 3. Scope

This Code of Conduct applies to school community members. Parents and caregivers agree to be bound by the School Community Code of Conduct when they sign the Confirmation of Enrolment with the school at the time of enrolment acceptance. The school reserves the right to require compliance with this Code by other school community members and any person attending our school when they are at or associating with the school.

### 4. Respectful communication and interaction with employees and volunteers, school community members and students

- 4.1 School community members are expected to interact civilly and respectfully with all persons at all times when they are engaging with the school. This includes written and oral communication (including tone and body language), physically and online, at the school campus and at other locations where our school conducts or where our students attend.
- 4.2 School community members are expected to be familiar with the Policy on Child Safety and Wellbeing. Any behaviour that may cause another person to feel unsafe, including but not limited to abusive language, raising your voice, insulting or violent behaviour, unreasonable behaviour or expectations, stalking, or breaching physical, emotional, behavioural or cultural boundaries to anyone on school grounds or at any school-related event, is not appropriate. These standards are met when:

- physical contact only arises as appropriate, or consented to, with regard to the relationship with the other person and/or it is reasonable in the circumstances;
- emotional and behavioural boundaries are appropriate with respect to the relationship, age, and any other relevant factor between the persons;
- the cultural identity, background, and beliefs of all persons are respected.

4.3 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 a student.

4.4 Parents and caregivers are expected to advise the school of areas of potential conflict relevant to their child, including any family court orders, domestic violence orders and/or notifications from Government agencies (such as child safety notifications).

## **5. What school community members can expect from an employee or volunteer if communication becomes inappropriate**

5.1 In cases where a school community member fails to meet the standards of behaviour in this Code in respect of any person, either in person in or outside of the school grounds, during a phone call, via email, or online through any other forum, the school (or a representative such as an employee and/or volunteer) may respond in a number of ways that may include one of the following actions:

- Inform the school community member that their behaviour is inappropriate and request that they cease their inappropriate communication in order to allow the communication to proceed.
- Inform the school community member that unless the inappropriate communication ceases, the employee and/or volunteer may put an end to the phone call, meeting or discussion.
- Request another employee and/or volunteer be present for the remainder of the meeting, if deemed necessary.
- Lodge a complaint to an appropriate middle or senior employee against the offending school community member.

5.2 The school reserves the right to make any direction it deems appropriate for the safety of any person, to minimise any disruption, or for the good order and management of the school.

## **6. Use of technology and social media**

6.1 While social media has many positive uses, 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, school community members 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.

6.2 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 an employee or volunteer'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 particular school community members, employees, volunteers and/or student/s, online.
- Recognise the damage that gossip and a lack of care and kindness can cause 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 employees and volunteers 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 online if a photograph/s have the potential to bring negative connotations towards the school, its employees and volunteers or a student/s or if they contravene privacy laws.
- Photographs containing other students should not be posted online or shared without the express consent of the other child/children's parents and/or caregivers.
- 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 and/or caregivers.
- No social media accounts, blogs, forums or groups may be established that include the school's name by parent groups, cocurricular groups, volunteers or school community members which may suggest that it is operated or sanctioned by the school without the express permission of the school.

6.3 From 10 December 2025, the *Online Safety Amendment (Social Media Minimum Age) Act 2024* makes it unlawful for some major social media platforms to allow users under 16 to hold an account. Enforcement is the responsibility of social media companies, not schools, parents, or students. In accordance with Australian law, the school expects that students under 16 do not create or maintain accounts on age-restricted social media platforms. However, the school is not responsible for monitoring or enforcing government-imposed social media age restrictions. The school's role is to educate about the law and online social behaviour, support students, and respond to issues affecting student wellbeing. Parents and carers are encouraged to be aware of their child's social media use, discuss online risks, and reinforce the importance of following age restrictions and school expectations. Any concerns, regardless of where or when the incident occurred, or whether it involved a restricted platform, may be reported to the school.

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

7.1 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 an employee or volunteer.
- Complying with any reasonable directions given by employees or volunteers.
- Being a positive role model and demonstrating good sporting conduct and fair play when attending the school's cocurricular sport and culture activities and events.

## 7.2 Respectful behaviours include but are not limited to:

- 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 or their honesty.
- Support all efforts to remove verbal and physical abuse from cocurricular activities.
- Recognise the value and importance of coaches, managers and officials who give of their time and resources to provide cocurricular 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

- 8.1 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, these will be managed in accordance with applicable school policies and procedures where appropriate.
- 8.2 Concerns regarding the school's Student Protection Processes may be raised in accordance with the Complaints Procedure for Non-Compliance with Student Protection Processes.
- 8.3 The school encourages minor issues to be raised with your child's teacher or Head of House in the first instance. Any concerns should be raised reasonably and respectfully. Cases of more serious inappropriate conduct or misconduct may be directed, as appropriate to the issue, to the Head of Sport, Head of Culture, Head of Pastoral Care, Dean of Student Wellbeing, Deputy Principal or Principal.

## 9. Consequences for breaches of this Code of Conduct

- 9.1 The consequences for serious breaches of this Code of Conduct will be determined by the Principal or their delegate and may include any one or more 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 School Community 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 that a school community member may only communicate with employees and volunteers through a specified school representative.
  - In cases of an extreme or prolonged breach of this Code of Conduct by a school community member, the Principal may terminate the enrolment of the child of that

parent or caregiver.

- 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.

## 10. Related policies, guidelines and procedures

- 10.1 Policy on Child Safety and Wellbeing
- 10.2 Policy on Pastoral Care and Wellbeing
- 10.3 Policy on Workplace Bullying and Unlawful Discrimination
- 10.4 Policy on Workplace Sexual Harassment and Related Unlawful Behaviour
- 10.5 Policy on Bullying Prevention - Students
- 10.6 Policy on Communication
- 10.7 Policy on Images and Recording
- 10.8 Policy on Complaint and Dispute Resolution
- 10.9 Employees Code of Conduct
- 10.10 Volunteers & Other Personnel Code of Conduct
- 10.11 Policy on Positive Behaviours – Students
- 10.12 Policy on Diversity and Inclusion

Date Approved	2020
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Next Review	2029

## Appendix 1 – Guidelines

### Standards of behaviour

Without limiting any other part of this Code of Conduct, school community members should act according to these guidelines:

#### Communication

- Approach all communications with curiosity and kindness. This means seeking information rather than forming conclusions, granting people the opportunity to meet you in the spirit of challenge solving in partnership, and working towards resolution rather than blame. All communications must be lawful, appropriate and proportionate as well as respectful.
- Raise complaints or concerns in the appropriate way, ensuring confidentiality and respect in communications. It will rarely (if ever) be appropriate to communicate directly with another parent about a school related matter. It will rarely (if ever) be appropriate to publish communications with or from the school on social media or through other medial channels. It will rarely (if ever) be appropriate or in keeping with this policy to engage with any member of our community in a repeated and unreasonable manner.
- 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, school employees and volunteers are responsible for the students who 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 employees and volunteers and therefore any matters or concerns related to managing students' behaviour should be referred to an employee or volunteer immediately.
- Under no circumstances should a student, school community member or employee or volunteer be approached in a confrontational manner.

#### Relationships

- Respect the diversity of each person as made in the image of God and thereby respect their ideas, opinions and perspectives.
- 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 employees 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 students and employees and volunteers.
- Refrain from actions and behaviour that constitutes harassment or discrimination, including inappropriate use of social media and email.
- Maintain age-appropriate relationships and conduct.

### **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 cooperative and positive manner.
- Demonstrate honesty and integrity.
- Always act in the best interests of students, their families, and employees and volunteers 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, including the Policy on Child Safety and Wellbeing and the Student Protection Processes.
- Be aware of the emergency evacuation procedures.
- When dropping off or picking up students from school or school related cocurricular 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 laws.

### **Confidentiality**

- Comply with the school's Policy on Privacy.
- Parent Directory (via the school app) 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 employee and volunteer assistance, if necessary, to resolve conflict peacefully.
- Work with employees and volunteers to deal promptly with matters of concern.
- Accept employee and volunteer decisions and follow their directions. Speak with the employee or volunteer 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.

- Express personal views on cultures, race, disability, sexuality or politics that could discriminate against any person, particularly in the presence of students.
- Engage in open discussions of an adult nature in the presence of students or other children.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in any form of inappropriate or unnecessary physical conduct, or engage in any form of behaviour that has the potential to cause serious emotional or psychological harm.
- Meet or contact a student or other child through any medium without the express permission of their parent/carer.
- Take or publish any media of a student without parental/carer consent.
- Use or disclose any personal information of a student or other child, including their name, age, contact information, address, or other details that might reasonably identify them. Such information must never be input or used in any unsecured artificial intelligence tool.
- Engage directly on social media, or with other media platforms about school related matters, decisions, policies, processes or approaches.
- 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.