



Community Code of Conduct

1. Purpose and Scope

- 1.1 This Code of Conduct outlines the minimum acceptable behaviour for all members of the School community including past and current parents, legal guardians, homestay providers for our overseas students and Old Geelong Grammarians. It will contribute to the safety and wellbeing of all children, families and School employees.
- 1.2 The application of this Code of Conduct is not limited to school hours but extends to all facets of School life, including School related or endorsed activities and events, and conduct which is not connected to the School but has an adverse impact on the School.

2. Guiding Principles

- 2.1 All members of the School community will conduct themselves in a polite, respectful and positive manner when communicating with the School both in person and in all forms of written correspondence, including online communication forums, such as social media.
- 2.2 Any form of aggression, discrimination, bullying, or abusive or violent language is inconsistent with the values of the School and will not be tolerated.

3. School Responsibilities

- 3.1 As members of the School community, the School will:
 - 3.1.1 foster positive relationships for all members of the School Community;
 - 3.1.2 foster an environment where all members of the School Community are treated with dignity, courtesy, respect and professionalism;
 - 3.1.3 create an atmosphere where students, teachers and others are safe and feel safe;
 - 3.1.4 always promote appropriate standards of conduct;
 - 3.1.5 encourage the reporting of inappropriate behaviour;
 - 3.1.6 treat you with respect and courtesy;
 - 3.1.7 provide you with a timely response to your concerns when raised; and
 - 3.1.8 provide an effective procedure for resolving complaints in a sensitive, fair and timely manner.

4. Acceptable Conduct

- 4.1 As members of the School community, the School requires that you:
 - 4.1.1 uphold the School's core beliefs and values and do not allow your actions to bring the School into disrepute;
 - 4.1.2 work with School employees for the benefit of the students;
 - 4.1.3 be aware that students, School employees and other parents and legal guardians may have different perceptions and you must be prepared to listen and seek verification prior to articulating a concern;
 - 4.1.4 refrain from all forms of bullying, harassment and unfounded remarks or accusations;
 - 4.1.5 adhere to the applicable School's Policies, as published on the School website or Portal, and comply with any reasonable direction of a School employee;
 - 4.1.6 in accordance with the Conditions of Entry, work in a co-operative manner with the School to address any unacceptable student behaviour, whether it occurs on School grounds or otherwise;
 - 4.1.7 support the School in its efforts to maintain a positive learning and teaching environment;
 - 4.1.8 inform the School of any issues that may impact on a student's wellbeing;
 - 4.1.9 obtain a Working with Children Check if volunteering in any School activity involving students and forward this to the activity organiser prior to the activity;
 - 4.1.10 use respectful language towards all School employees and other members of the School community;
 - 4.1.11 under no circumstances approach another student whilst in the care of the School to discuss with or chastise them for their actions towards your student;
 - 4.1.12 be mindful of what is said in order to respect the reputation and standing of School employees;
 - 4.1.13 be mindful of what is communicated or posted (including images) on social media platforms, being particularly mindful regarding images involving other students at the School;
 - 4.1.14 respect the time required by School employees for preparation both prior to and after school by making appointments at a mutually convenient time to speak to staff;
 - 4.1.15 follow the instructions and wishes of School employees when assisting on excursions, in the classroom or on camps;
 - 4.1.16 comply with any relevant court orders and not require the School to enforce such orders; and
 - 4.1.17 not engage in any form of unacceptable conduct.

5. Unacceptable Conduct

- 5.1 Unacceptable conduct includes, but is not limited to:



- 5.1.1 touching, handling, pushing or otherwise physically or sexually engaging with students in an illegal manner or a manner that is otherwise not appropriate;
- 5.1.2 any form of physical or verbal violence, including threats of violence;
- 5.1.3 intimidation or verbal abuse;
- 5.1.4 any form of bullying or cyber bullying against any other School community member, including students and School Employees;
- 5.1.5 language or conduct that is likely to offend, harass, bully or discriminate against another member of the School community, including students and School employees; or
- 5.1.6 being intoxicated by alcohol or under the influence of illicit drugs or other substances whilst visiting the School, attending School functions or engaging in School related activities.

6. Agreed Conduct for Resolution of Grievances

- 6.1 If you have a complaint, criticism or concern, you should:
 - 6.1.1 in the first instance, contact your student's classroom teacher (for Bostock and Toorak), Head of Unit (for Timbertop) or Head of House (for Corio) to raise and discuss the issue; and
 - 6.1.2 if the issue remains still unresolved, make an appointment to meet with the Head of Campus (Bostock, Toorak and Timbertop) or Head of Middle School or Senior School (Corio) who may arrange a meeting between the two parties involved to mediate and seek a resolution. If the issue remains unresolved, it will be escalated to the Vice Principal (for Bostock, Toorak and Timbertop) or Head of Campus (Corio). The Head of Campus (Corio) may then escalate the matter to the Vice Principal if it remains unresolved.
- 6.2 Members of the School community agree to the following minimum standards of acceptable behaviour in the resolution of a complaint, criticism or concern:
 - 6.2.1 lengthy email exchanges should be avoided;
 - 6.2.2 if a matter cannot be addressed within an exchange of four (4) emails, a meeting should be sought in person or by telephone;
 - 6.2.3 an agreed time should be made to discuss a concern; and
 - 6.2.4 email correspondence must be polite and inappropriate or aggressive language will not be tolerated.
- 6.3 This Code of Conduct should be read in conjunction with the School's Complaints Policy.

7. Non-Compliance

- 7.1 Serious or sustained breaches of this Code of Conduct may result in:
 - 7.1.1 a review of your child's enrolment at the School (if applicable);
 - 7.1.2 being banned from coming on to School grounds, attending School functions, being involved in School related activities, being engaged by the School as a volunteer or being banned from involvement with any School related committee or group; or
 - 7.1.3 If the conduct is considered unlawful, Victoria Police or relevant government agency will be contacted.

8. Review and Circulation

Responsible Department:	<input type="checkbox"/> Academic <input checked="" type="checkbox"/> Corporate Services and Risk <input type="checkbox"/> Finance and Operations <input type="checkbox"/> Head of Campus <input type="checkbox"/> Human Resources <input type="checkbox"/> Medical <input type="checkbox"/> Vice Principal (Culture and Community)
Version:	1
Approved by:	<input checked="" type="checkbox"/> Principal <input type="checkbox"/> School Council
Effective Date:	08.01.2020
Review Date:	09.01.2021
Location:	<input checked="" type="checkbox"/> School wide <input type="checkbox"/> Bostock <input type="checkbox"/> Corio <input type="checkbox"/> Timbertop <input type="checkbox"/> Toorak
Audience:	<input checked="" type="checkbox"/> School Community <input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> School Employees
Publication:	<input type="checkbox"/> Portal >Staff Resources <input checked="" type="checkbox"/> Portal >My School <input checked="" type="checkbox"/> Portal >My Child <input checked="" type="checkbox"/> School Website