

INTRODUCTION

St Ursula's College is a Catholic Day and Boarding Secondary College educating young women in the traditions of the Presentation Sisters.

Parents, staff, and students work together to promote effective learning and to provide a support network so that each student can attain her full potential. As a College, we acknowledge that each person is made in the image of God, and we foster an environment in which the inherent dignity of all persons is recognised and respected.

This Code of Conduct embraces our College values and is a broad outline of behavioural principles, expectations, and ideals. It provides guidelines to promote positive and appropriate behaviours to ensure that all interactions with students, community members and staff is respectful, honest, courteous, sensitive, tactful, and considerate.

RATIONALE

The Community Code of Conduct aligns with our College and Gospel values and seeks to:

1. Create an environment of care in the College based on Gospel Values.
2. Promote the development of quality relationships which are based on our six College Values of Faith, Respect, Excellence, Compassion, Simplicity and Hospitality.
3. Develop relevant learning experiences which foster respect, self-discipline, initiative, responsibility, creativity, leadership, and a sense of achievement.
4. Establish an effective care network leading to care, personal growth and support.

This Code of Conduct provides members of the College community with guidelines for the effective development of positive relationships and assists in promoting the behaviours that are in keeping with the College's vision and values.

SCOPE

Direct Contact – College community

Is a person requiring direct involvement with students in a voluntary capacity.

The 'College community' comprises: parents, guardians, caregivers, past pupils, step-parents, relatives, extended family, visitors, friends, supporters, carers, and invitees of the College, when in the College environment (both physical and digital) or when attending any College functions either on the College grounds or at any other location.

Parents/caregivers and students will agree to be bound by the Community Code of Conduct when parents/caregivers sign the Confirmation of Enrolment with the College. Although past pupils, step-parents, relatives, friends, supporters, and carers of girls at the College are not a party to that enrolment agreement, this Community Code of Conduct is about expected standards of behaviour.

Indirect Contact - Volunteer/Visitor

Is a person providing a service to the College having no direct contact with any students. Visitors are signed in via Reception and may be accompanied by relevant staff members e.g. the Maintenance team. Services may include those involved in the maintenance of buildings, delivery of goods, company representative visiting the College for a specific function.

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COMMUNICATION AND INTERACTION WITH STAFF, OTHER PARENTS AND STUDENTS

St Ursula's College is committed to open, honest, and timely communication with, and between, all members of the College community. We believe that communication should be respectful, relevant, measured, amicable and sensitive. All members of the College community are expected to interact civilly and respectfully with staff, students, and other parents/caregivers. Written and spoken communication should be courteous and respectful. Abusive language, raising your voice, sarcasm, belittling language, insulting or violent behaviour is not appropriate.

College community members are expected to ensure that relationships and physical contact with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided. While interaction between students can be unruly, it is not appropriate to discipline other parents' children while on College grounds, unless there is a reasonable health and safety concern. Physical contact should be avoided unless there is a reasonable health and safety concern.

In some circumstances, parents/caregivers are required by law to advise the College of areas of potential conflict, such as parenting and family court orders. The College expects parents/caregivers to behave lawfully on College grounds and observe the terms of any order, obligation or undertaking to which they are subject.

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 various 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, all members of the College community should be aware that there are several potential legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage and defamation.

Community members are required to abide by privacy laws and the College'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 College matters or otherwise engage in disrespectful behaviour.
- The College, its staff and community members should not be mentioned or discussed in a negative or defamatory way which may bring the College or any other member of the College community into disrepute.
- Interaction with the College's social media channels should be positive and in accordance with the College's values. The College reserves the right to review all comments and remove any that are inappropriate, offensive or that do not reflect our College values.
- Photographs of students in College uniform represent the College and its students, and should not be posted if they have the potential to bring negative connotations towards the College, its staff, or students.
- Photographs containing other students should not be posted without the express consent of the other child's/children's parents.
- Community members are not permitted to contact other students via any form of social media without the express consent of the student's parents.
- No social media accounts, blogs or groups may be established or operated in the College's name or any of our associated entities and or their derivatives without the express permission of the College.
- Images owned by the College should not be distributed in any manner without prior permission of the College.

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CO-CURRICULAR ACTIVITIES

We recognise that community members are often actively involved in the sporting and co-curricular events of the College. We encourage parents and caregivers to participate in such activities and to support their children. The College has high expectations of parents and caregivers at these events and activities.

College parents and community members are expected to comply with the following principles when attending co-curricular activities:

- Students involved in co-curricular activities do so principally for their enjoyment and should always be encouraged to abide by the rules. They should be taught that team commitment is a consideration and be encouraged to give their best effort.
- Students should be taught that honest effort is as important as victory, so results are accepted without undue disappointment.
- Students should be encouraged to 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 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. They give of their time and resources to provide recreational activities for all students.
- Do not approach a referee or official at any stage during or immediately after an event, except in appreciation.

CONDUCT AT MEETINGS

The College frequently hosts meetings and information sessions to support educational partnerships. Meetings such as the Parents and Friends Association, Year Level Information Sessions, and Parent Teacher Interviews are opportunities for community members to contribute to discussion on issues and to make decisions that will have a positive impact on the College community.

To ensure that this is carried out effectively, community members agree to:

- Conduct activities in accordance with the College Community Code of Conduct.
- Participate in meetings and other community activities in a constructive manner and respect the views of others.
- Adhere to the processes available to have issues addressed and decisions reviewed.
- Use appropriate conduct when participating in the meeting discussions and promote positive personal relationships among community members.
- Acknowledge and affirm success of individual and College achievement.

GENERAL CONDUCT

College parents and community members are expected to comply with the following general conduct principles:

- Support the Principal and staff in the development of a Christ-centred learning community based upon the principles of Catholic doctrine.
- Support the School's policies developed in consultation with all stakeholders. The Principal has the responsibility to implement these policies.
- Accept responsibility for their daughter's progress and work with the Teaching staff to deal promptly with areas of concern.
- Treat all members of the College community with respect and courtesy.
- Acknowledge and affirm success in individual and College achievement.

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- Parents and caregivers, as members of the College community, are also expected to comply with College policies and reasonable directions, including those relating to health, safety, and communications with the College.

BREACH OF CONDUCT

With this in place, it is hoped that parents/caregivers can appropriately direct their concerns and contribute to a harmonious College community that reflects and builds on the College's values. The consequences for breaching this Code of Conduct will be determined by the Principal 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 ban from being on the College grounds or attending any co-curricular activity.
- A direction, in the case of a parent/carer, that he or she may only communicate with members of staff through a specified College representative.
- In cases of extreme or prolonged breach of this Code of Conduct by a parent/carer, the College may terminate the enrolment of the child of that parent.
- The College may, where appropriate, involve other authorities.
- The College may take other such steps as it deems appropriate according to the nature of the breach.

Our College recognises that most interactions within our community are overwhelmingly positive and productive. Our staff value the support and partnership with all members of our College community in the care and development of your daughters.

COMPLAINTS & FEEDBACK

The College takes seriously any issues that are brought to its attention. Complaints will be resolved in a manner that affirms the dignity of those involved and delivers outcomes that foster reconciliation and personal growth through a restorative justice model.

Minor issues may be raised with your daughter's Head of School. Cases of more serious inappropriate conduct or misconduct should be directed to the Deputy Principal – Spiritual and Pastoral, or the College Principal.

The College will act in accordance with its Complaints Handling Policy.

The College acknowledges that most interactions within the College community are overwhelmingly positive and productive. The College staff are grateful for the ongoing support and partnership with all members of the College community in the education, care, and development of our students.

STANDARDS OF BEHAVIOUR

College community members should act according to the following guidelines:

Communication

- Use courteous and acceptable written and spoken language. The use of profane, insulting, harassing, aggressive, sarcastic, belittling or otherwise offensive language is not tolerated.
- Accept that swearing, and the use of derogatory terms, sexual jokes, innuendo, and other inappropriate language in the College environment or around students will not be tolerated.
- Give encouraging and constructive feedback rather than negative criticism.

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- Responses to emails and telephone calls by the College are not expected to be instantaneous or out of normal working hours, unless of an urgent nature. The College's response time for emails is within 48 hours.
- While on College grounds or attending College activities, staff are responsible for the students that are enrolled in the College.
- Community members and other persons attending with children not enrolled in the College, 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 College staff immediately.
- Under no circumstances should a student, community member or 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 always, and especially when there is a disagreement.
- Respect the value and importance of staff and volunteers within the College community.
- Acknowledge and affirm success in individual and College achievement.
- Refrain from public criticism of College students and staff and College activities and events.
- Refrain from actions and behaviour that constitutes harassment or discrimination, including inappropriate use of social media and email.

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Ethical Conduct

Support the College in the development of a learning community based on our Presentation traditions and Gospel values, to work in a co-operative and positive manner, always upholding our College Values.

- Demonstrate honesty and integrity.
- Always act in the best interests of students, their families, and staff members.
- Show proper care and regard for College property and the property of others.
- Take appropriate measures to help those in need.

Safety

- Support the College's policies and acknowledge that the Principal is responsible for implementing these policies.
- Comply with all relevant policies and procedures of the College.
- While on campus be aware of the emergency evacuation procedures.
- Respect and comply with all applicable Commonwealth and State laws i.e., confidentiality.
- Comply with the College's Privacy Policy. Personal information should not be used for the benefit of others (this includes use for business pursuits or networking opportunities).

Conflict Resolution

- 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.
- Agree to engage in the Restorative Justice model implemented at the College to support conflict resolution.

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

REFERENCE DOCUMENTS

- Child Protection Act 1999 - [click here](#)
- Anti-Discrimination Act 1991 - [click here](#)
- Workplace, Health & Safety Act 2011 - [click here](#)
- College Complaints Handling Policy - [click here](#)
- College Conditions of Enrolment Policy - [click here](#)

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