



# Annesley Junior School

## Code of Conduct Policy

### 1. Purpose

This Code of Conduct promotes positive interactions within the Annesley School community. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships.

Annesley Junior School is committed to a positive, supportive culture and protecting the safety and welfare of all at the school. Annesley staff, students, parents, guardians and visitors have a right to be treated with courtesy and dignity and to participate in an environment that is safe, secure, supportive and free from bullying, harassment, discrimination and violence.

### 2. Scope

This Code applies to the School Council, all staff members, students, volunteers, parents and guardians, third party contractors and service providers (including external education providers), teaching students on placement and visitors.

This Code is available on our website. The School Council has approved and endorsed this Code of Conduct.

### 3. Policy Statement

The Code of Conduct applies to **all** behavioural conduct, including conduct involving any information or telecommunication device or social networking applications. Annesley Junior School has the following expectations of behaviours and boundaries for all adults interacting with students, and all students within our School community. This includes all students, staff (teaching and non-teaching), Volunteers, parents/guardians, Third Party Contractors, External Education Providers, School Council members, teaching students on placement at the School and visitors to the School.

Annesley does not tolerate purposeful antisocial behaviour on its premises or towards its staff or students. It is unacceptable to behave in a disorderly, violent or offensive way on School premises or fail to leave the premises. Visitors must leave the premises if directed to do so by the Principal or a member of staff.

### 4. Annesley Values

- We all need to take **RESPONSIBILITY** for our actions and the impact we have on others.
- We need **COMPASSION** to empathise with people who live with disadvantage.
- **CIVILITY** leads to the cultivation of personal behaviours that benefit the communities in which we live.
- A concept of **JUSTICE** teaches us fairness in our dealings and actions.
- As does **RESPECT**, which suggests that we can learn from the wisdom and experience of others.
- **INTEGRITY** comes from learning the importance of honesty, truthfulness and consistency in our actions.
- **COURAGE** gives us the ability to confront the unknown and to resist intimidation or discouragement.
- **RESILIENCE** is an ability to cope with setbacks or adversity.
- **GRATITUDE** is an ability to appreciate and be thankful for what we have or are given.
- And finally, **HUMILITY** teaches us self-worth, without the need to openly display it to others.

### 5. Responsibilities

#### DO:

- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.

- Be vigilant and proactive with regard to student safety and child safe issues.
- Provide age appropriate supervision for students.
- Comply with guidelines published by the School with respect to child safe.
- Treat all members of the School community with dignity, respect, sensitivity and fairness.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally-diverse students.
- Use positive and affirming language toward students.
- Encourage students to 'have a say' and then listen to them with respect.
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Code of Conduct to the Principal.
- Report concerns about child safety to one of the School's Child Protection Officers and ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

#### **DO NOT:**

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour including high-risk behaviours such as bullying or harassment of a child.
- Use prejudice, oppressive behaviour or inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including unwarranted and/or inappropriate touching of a child or doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special relationships' with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student who is not your own child.
- Engage in meetings with a student who is not your child, outside of school hours and without permission from the School and the child's parent.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/guardian consent.
- Post online any information about a student that may identify them such as their full name, age, e-mail address, telephone number, residence, school or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed child abuse, grooming or neglect.

Our Child Safe Program includes a Staff and Student Professional Boundaries Policy that provides detailed guidance for all staff and Volunteers on how to maintain professional boundaries between students and adults at Annesley Junior School.

## 6. Report Any Child Safe Concerns

Staff, Third Party Contractors, External Education Providers, Volunteers, parents/guardians, students and other community members who have concerns that a child may be subject to abuse, grooming or neglect or at risk of significant harm and have queries about how to make a report or that there has been a breach, or potential breach, of the Code of Conduct are asked to contact the School's Senior Child Protection Officer, the Principal, by phoning (08) 8422 2288 or emailing [principal@annesley.sa.edu.au](mailto:principal@annesley.sa.edu.au).

Please be aware that consulting with a Child Protection Officer does not change any obligation you have under legislation to report to an external authority.

All communications will be treated confidentially on a 'need to know basis' and without threat of punishment or victimisation.

Whenever there are concerns that a child is in immediate danger the Police should be called on 000.

If you have any questions regarding the School's Code of Conduct, and how it applies to you, please contact the Principal, our Senior Child Protection Officer.

## 7. Breach of the Code of Conduct / Disciplinary Procedures

Where a staff member breaches the Code, Annesley Junior School may take disciplinary action, including in the case of serious breaches, dismissal (where appropriate).

Where any other member of the School community breaches any obligation, duty or responsibility within the Code, Annesley Junior School will take appropriate action. For example, the services of Volunteers may no longer be required by the School.

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