

CODE OF CONDUCT FOR EMPLOYEES, CONTRACTORS, PARENTS AND STUDENTS

Byron Community Primary School aims to develop each child's self respect and self esteem. Respect for the rights, feelings and property of others, to learn how to make appropriate behaviour choices and to take responsibility for our own actions. We encourage mutual respect and consideration, an appreciation of people's differences and a realisation that because we are all different, being fair does not mean treating everyone the same.

Harassment - verbal, physical, sexual or emotional, is not tolerated at the Byron Community Primary School. Corporal punishment is not acceptable at the school. Students have certain responsibilities and logical consequences are applied when agreements are breached. Each classroom establishes its own agreements and the school agreements are reviewed annually with SRC involvement. Teacher's responsibilities are managed by the School Principal under legislated awards and agreed job descriptions that ensure procedural fairness.

The General Philosophy of Inclusive Education

"Inclusion is a philosophy built on the belief that all people are equal and should be respected and valued, as an issue of basic human rights." UNESCO - Rights of the Child, 1997.

At the Byron Community Primary School:

Inclusion is about membership and belonging to a school community.

Inclusion is about recognising and responding to the diverse needs of all students while having a continuum of support and services to meet those needs

Inclusion is about respecting, accepting and understanding differences.

Inclusion is about encouragement, support, care and friendship among all members of the school community.

Student Code of Conduct

As a student at Byron Community Primary School I have the responsibility to:
Treat others with respect and understanding and to show care and consideration to others.
Make the school a safe, secure place for everyone by learning to play and act in a safe, co-operative way, including promoting respect for individual differences among students.
Show respect and care for the property of others.
Co-operate with school staff and my classmates; abide by school agreements and policies and to learn in a way which does not interfere with the rights of others to learn.
Care for my school environment and keep it neat and clean.
Support all school activities and do my best for my school at all times.
Make complaints constructively, either directly with my teacher or fellow student or through the SRC
Access online material responsibly and abide by laws regulating the use of social media, including any age restrictions that may apply.

Parent and Volunteer Code of Conduct

As a parent/volunteer at Byron Community Primary School I have the responsibility to:
Co-operate under the direction of the class teachers and/or Principal when undertaking tasks at the school and to treat others with respect and understanding.
Model behaviour that promotes safety and cooperation and to be aware of and abide by the policies of the school
Show respect and care for the property of others.
Support all school activities and do my best for my school at all times.
Make complaints constructively, either directly with the Teacher or Principal, or on the feedback form to Board of Directors meetings.
Ensure your child accesses online material responsibly and abide by laws regulating the use of social media, including any age restrictions that may apply.

I understand my responsibilities and agree to follow the Code of Conduct:

Signed: _____
 Signed: _____
 Signed: _____

Date: _____
 Date: _____
 Date: _____

Employee Code of Conduct

Under legislation, Employees are required to be responsible people. In Byron Community Primary School, employees are assessed on entry to the school by their application, interview, references and Working With Children checks. When at the school, employee behaviour is assessed by the School Principal and parents are able to contribute to this assessment through the feedback form should this be necessary.

As an employee at Byron Community Primary School I have the responsibility to:
Treat others with respect and understanding and to show care and consideration to others.
Participate in collaborative planning sessions recognising there is a shared responsibility for inclusion with all staff
Act according to legislation (Child Protection, WHS), guidelines and regulations (WHS) and school policies and procedures (All) to make the school a safe, secure place for everyone.
Model behaviour that promotes safety and cooperation.
Show respect and care for the property of others.
Ensure that my professional practice meets the needs of my role description, and is up to date and innovative.
Care for my school environment and keep it neat and clean.
Support all school activities and do my best for my school at all times.
Make complaints constructively according to Grievance Procedures and Policy
Ensure that my use of social media is not unlawful
Make sure your personal activities, including online, do not interfere with the performance of your job

I understand my responsibilities and agree to follow the Code of Conduct:

Signed: _____ Date: _____

Contractor Code of Conduct

Contractors must take reasonable care to ensure that no person, including students, is exposed to any unnecessary risk of injury. The standard of care is that of a skilled professional. Contractors work under the direction and supervision of the School Principal. Contractors are required to follow good standards and approved practice.

As a contractor at Byron Community Primary School I have the responsibility to:
Treat others with respect and understanding and to show care and consideration to others.
Act according to legislation (Child Protection, WHS), guidelines and regulations (WHS) and school policies and procedures (All) to make the school a safe, secure place for everyone.
Model behaviour that promotes safety and cooperation.
Show respect and care for the property of others.
Avoid situations where I/we are alone in an enclosed space with a student. Where this is not possible or practical I will discuss it with the School Principal.
Engage in professional discussion without making personal comments, questions or opinions about sexual, race or drug related issues
Ensure that my use of social media is not unlawful
Make sure your personal activities, including online, do not interfere with the performance of your job

I understand my responsibilities and agree to follow the Code of Conduct:

Signed: _____ Date: _____

FEEDBACK FORM

Name: _____

Date: _____

As parents we have the responsibility to make complaints constructively, either directly with the Teacher or Principal, or on the feedback form to Board of Directors meetings.

As such, we encourage any parents who have an issue they would like brought to the attention of the School Principal, Staff or Board of Directors, to fill in this form and submit it to the Office.

Should you wish to discuss the matter further we encourage you to book an appointment with the School Principal, Emma Wappett through the Office on phone number 6685 8208, from 9.00am - 3.45pm daily.

Thank you for your input in improving our school.

- Issue to be discussed:

- Complaint/praise of issue (please provide some detail of your opinion):

- Constructive Criticism (if complaint):

Please fill out this section of the form if you are making a complaint as it helps us to improve our facilities and service as a school.

Evaluation:

This policy will be reviewed annually.

Policy drafted March 2005

Ratified by the Board of Directors in....

May 2005

Reviewed by teaching staff (no changes)

April 2008

Ratified by the Board of Directors in....

March 2010

Ratified by the Board of Directors in

May 2014