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Yanginanook Ltd. trading as Yanginanook School. ABN 18 002 621 730

## COMMUNITY CODE OF CONDUCT AND CONTRACT FOR YANGINANOOK SCHOOL

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# 1. Objectives and School Ethos

To communicate to members of the community who participate in the life of Yanginanook School, regarding how to behave within the community.

To be used in conjunction with other policies, such as:

- [Positive Guidance and Behaviour Management Policy](#)
- [Anti-Bullying Policy](#)
- [Grievance and Complaints Policy](#)
- [Child Protection Policy](#)
- [Supervision Policy](#)

Yanginanook means “We all together” and the education of its students is a shared approach between the teachers, staff, parents and carers. The overarching ethos of the School, with regard to our behaviour, is that we all “do unto others what we would have them do unto us”; following the biblical principles that Jesus modelled for us in the Bible. Our overall objective is to provide a happy, caring and nurturing environment in which all feel valued and trusted, showing respect and concern for one another.

Yanginanook will not tolerate any action that lessens an individual’s right to feel safe and will take the necessary actions, as outlined in our policies, to stop such behaviour. Discrimination, Bullying and Harassment are examples of unacceptable behaviours. Please read the [Positive Guidance and Behaviour Management Policy](#) for definitions of these behaviours.

## 2. Definition of Community

For the purpose of this Policy, ‘School Community’ comprises the following:

- Teachers, Chaplains, Staff
- Students
- Parents, step-parents, guardians, relatives and extended family
- Volunteers, supporters, friends, carers and invitees of the school
- Extended family, visitors, friends, supporters, carers and invitees of the School,

when in the School environment or when attending any School-related function or activity at any other location.

Parents/guardians and students agree to be bound by the [School Community Code of Conduct and Contract](#) when parents/guardians sign the [Conditions of Enrolment and Commitment to Ethos Form](#) with the School. Although other people listed above are not a party to that [Conditions of Enrolment and Commitment to Ethos Form](#), this [School Community Code of Conduct and Contract](#) is a guide for them about expected standards of behaviour.

### 3. Rights and Responsibilities of the Community

Yanginanook School acknowledges that we all have inalienable rights, but these rights are closely linked to our accompanying responsibilities. The rights and responsibilities for the Yanginanook community are shown as given in the table below.

<b>RIGHTS</b>	<b>RESPONSIBILITIES</b>
To be treated with respect and dignity	To treat all individuals with respect and dignity
To be safe at School	To ensure the safety and well-being of all individuals
To be free to work to the best of one's ability in an orderly environment	To help provide an orderly working environment in which others can achieve their potential
To make choices	To accept the consequences of our actions and decisions
To be a part of a community where everybody aims to do their job to the best of their ability	To work hard and to make the most of every opportunity.
To be treated fairly and consistently	To implement and support school policies, rules and procedures
To be part of a School which has a positive image and reputation	To contribute to the positive image and reputation of Yanginanook
To work in a safe and aesthetically pleasing environment	To value, help maintain and improve the school's physical environment
To be heard and to have concerns listened to and addressed	To listen to different points of view and work together to seek a solution

### 4. Standards of Behaviour

#### **General**

Volunteers should:

- Support the School in the development of a Christ-centred learning community working in a cooperative and positive manner, consistent with our Christian School environment and the School's [Statement of Doctrines and Beliefs](#).
- Always work in the best interests of students, and set a positive example.
- Show respect for the authority of school staff, follow all lawful and reasonable decisions and directions given by staff.

- Support staff in the execution of their duties, and assist them as necessary.
- Read, and ensure they understand, all information and instructions, and seek advice if in doubt.
- Follow all school rules, procedures and policies as set out by the school
- Demonstrate honesty and integrity.
- Act in the best interests of students, their families, and staff members.
- Show proper care and regard for school property and the property of others.
- Be aware of the emergency evacuation procedures.
- Respect and comply with all applicable Commonwealth and State laws.
- With regard to Confidentiality, comply with the School's *Privacy Policy* and be sure not to use the School's contact list and personal information for the benefit of others, (specifically, business pursuits or networking opportunities).

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.
- 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.

**Safety**

Volunteers should:

- Work safely, and seek to protect the safety of others.
- Only work according to their level of competency.
- Report any safety hazard or hazardous practice they observe, and any safety incidents.
- Assist in implementing emergency procedures if required.

**Respect for Others**

Volunteers should treat students, staff and other members of the school community with respect:

- Treat everyone with courtesy, tact, consideration and humility, and respect the opinions, beliefs and decisions of others.
- Dress modestly and appropriately for the type of activity.
- Assist in creating an environment free from fear, harassment, racism or exploitation.
- 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 at all times, and especially when there is a disagreement.

**Communication**

Volunteers should be appropriate when engaging with students, staff and other members of the school community:

- 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.
- Use non-discriminatory, respectful, courteous, considerate and non-judgmental language.
- Maintain appropriate levels of confidentiality and not disclose the personal information or contact details of others.
- Respect people's personal space and be aware of their body language.
- Give encouraging and constructive feedback rather than negative criticism.
- Under NO circumstances should a student, parent/guardian or member of staff be approached in a confrontational manner. The proper channels for communication are through the appropriate staff member.
- It is not appropriate for parents to contact school staff outside school hours unless an agreement has been made between the community member and staff member.

#### Digital communications and photos:

- Students must not be allowed to use their phone or other devices.
- No photographs of students should be taken without consent of the supervising teacher.
- All photos should be forwarded to the teacher for publishing.
- Photos, information or comments about an excursion or camp must not be posted on social media.
- School staff should handle all communication to parents.
- Social media, such as emails and Facebook, should not be used to criticise or denigrate others in the school community.

### ***Conduct with Students***

#### Volunteers are required to observe the following boundaries:

- Ensure that physical contact with students is appropriate given the age of, and relationship with, the student such that questions of impropriety do not arise. Children love to hug those they love. If a child hugs you, and they're not your child, be conscious of your response. Let it be warm without lingering.
- Do not administer medication to a student (including their own child), but direct students to the organising teacher.

### ***Prohibited conduct***

#### Whilst volunteering and/or on school property, volunteers must not:

- Use their position to take advantage of any child or young person
- Bring harm of any kind to a student, or behave in a way which actually or apparently seeks to establish an inappropriate relationship with a student
- Smoke, or use, possess, or be under the influence of alcohol or illicit drugs.
- Publicly criticise staff or seek to undermine their authority (if a parent has a particular concern about a member of staff, they can raise it with the staff member concerned or with the Head Teacher)

### ***Discipline***

- While on school grounds or attending school activities, the School's staff are responsible for the students that are enrolled in the School. However, outside of school hours or during social events, the children are the responsibility of the parents/guardians in attendance.
- Parents/guardians, and other persons attending with children not enrolled in the School are responsible for supervising the behaviour of those children.
- Discipline of students during school hours and while at the School is the responsibility of staff and therefore any matters or concerns related to managing students' behaviour should be referred to staff immediately.

## **6. Complaints - a Summary**

**Please read the *Grievance and Complaints Policy* for the full process.**

A complaint or grievance should be raised as soon as realistically possible in person with the Principal of the School. The Principal or the complainant may decide to include a Board Member in that discussion if required.

If for any reason it is not possible or appropriate to raise the complaint with the Principal, the complaint or grievance should be raised with a Board Member.

If a parent wishes to make a complaint, whether in person or in written form, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

Under no circumstances is a parent to approach another child directly with a complaint.

## **7. Separated Parents**

The School is aware that some students have parents that are separated or divorced. In these cases, parents should not attempt to involve the School in any parental dispute that may arise. The School is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to take any action which is designed to disadvantage one party. The School will of course, observe any orders made by a Court in relation to a student or communications with parents.

## **8. Failure to Observe this Code**

If a parent or other community member fails to observe this Code after being warned about a breach, the School may:

- limit access to a teacher or teachers;
- limit access to the School premises or sporting or other school events; or
- terminate the enrolment of the student.

## 9. Required reporting

Volunteers must as soon as possible:

- Report any actual or apparent breaches of law, School instructions, or the [School Community Code of Conduct and Contract](#), to the organising staff member or the principal.
- Disclose any allegation of inappropriate sexual conduct towards students, or indicators of child abuse, to the organising staff member or the principal.
- Notify the principal if they become the subject of an Apprehended Violence Order (AVO), or of a reportable child offence conviction.

## 10. Commitment

The school takes its obligations to protect children very seriously. Compliance with this [School Community Code of Conduct and Contract](#) is a requirement for all people who attend any School activity, camp or excursion as a volunteer. All adults working with children must have a [Working with Children Check](#).

Volunteer name: \_\_\_\_\_ Volunteer signature: \_\_\_\_\_

Date: \_\_\_\_\_

Area/s of volunteering eg on site, classroom, camps, excursions: \_\_\_\_\_

Working with Children Check Number: WWCC  
\_\_\_\_\_

If you are unsure if you require a WWCC number, please refer to the WWCC Parent Information letter or [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au) for further information. All volunteers are requested to provide their WWCC.

Date of birth (for WWC verification purposes only): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_