

Y Whittlesea

Code of Conduct - Y Community School

At the Y Whittlesea we believe in the power of inspired young people and provide a safe, supportive environment for young people to engage with education, attain skills and qualifications and begin not just to survive, but to thrive, become inspired, and an inspiration to others.

To ensure we can provide an environment that is safe and supportive we expect the following behaviours of all people who attend the school, at any school events and online. The behaviours below are expected of all members of the school community and some specific additional behaviours are included to support staff, students and parents where relevant. All members of the school community should follow the spirit of this code and work together to support our young people to thrive. School staff are also subject to specific codes of conduct relating to their profession (e.g. The Victorian Institute of Teachers Code of Conduct) and to the Y Whittlesea Employee Code of Conduct.

In line with our vision of a safe supportive community this code of conduct will be used as a tool to teach and support all of us how to behave in a way that helps all of us learn and grow. Where there are major breaches of this code of conduct these will be dealt with in line with the school's processes for managing students and staff.

Respectful and safe interactions:

All members of the school community are expected to behave with respect and courtesy. This includes making sure that they are not part of any bullying, harassment, abuse or discrimination. Safety includes feeling safe as well as being safe. Respectful and safe behaviours include when we are interacting face to face, online or through any other form of communication.

We are all expected to:

- Treat everyone at the school, or who you meet as part of a school event, politely and respectfully. This includes language, tone, body language and presentation, and any communications through phone, email or other channels.
- Work out problems, disagreements and differences of opinion calmly and support others to do so. Where they cannot be worked out accept that this is sometimes okay as long as everyone feels safe.
- Be part of mediations, restorative conversations and actively seek to resolve and repair any conflicts that arise between members of the school community.
- Recognise that we all need personal space and not invade another person's space.
- Understand that it is not OK to photograph, film or post information about another person without their consent.

To support the school in providing a safe and productive environment for them, **students are expected to:**

- Let staff know when they are frustrated, upset or angry and help staff work out ways they can be supported to manage themselves, so they do not make others feel unsafe.

To support students in learning how to manage themselves and be part of the school community **staff are expected to:**

- Support students to identify triggers, make plans for what a student will do when triggered and provide students with time and space to regulate themselves.

Acting safely and being aware of your own and others safety at all times:

We value the safety of everyone at the school and recognise that this includes their physical safety as well as their psychological or emotional safety and applies at school and any school events.

We are all expected to:

- Always be aware of your own safety and act in a way that is safe for yourself.

- Always be aware that all members of the school community have the right to be and feel safe and always act to keep others safe.
- Speak up and let a staff member or other trusted person know if they feel unsafe or are concerned about someone else's safety.
- Resolve problems safely and without any use of aggression, intimidation or violence, and support others to do so when appropriate.

To keep themselves safe and support the staff to keep **students are expected to:**

- Follow directions from staff members and realise that sometimes they may need to do this without understanding why and then ask for more information later.

As part of their role in caring for all students and members of the school community **staff are expected to:**

- Assess activities and situations, identify risks and how to remove or reduce them, and take action to ensure that the school and learning environment is safe for everyone.
- Support students and any other members of the school community who may be feeling unsafe and identify ways to help them feel and be safe.

Attendance at school, in class, and at school activities:

We recognise that many of our students have found it hard to attend school and may feel anxiety, negativity or even be fearful of coming to school. We know that attendance is important to help students and will support all students to be at school whenever they can.

We are all expected to:

- Be at school and in class, or other activities when expected and on time ready to do your best.
- When you are going to be away let us know in advance if you can and the reasons why you will be away.
- Be welcoming and friendly and support all students and others to be at school.

To help them be at school, **students are expected to:**

- Let us know if there is something making it hard for you to be at school.
- When you do not feel okay to be in class tell staff and work with them to solve any problems.

To support students to be at school and learning, **staff are expected to:**

- Work with students' families and support workers to overcome any obstacles that prevent a student attending school or being in class.

To help their children be at school regularly **parents are expected to:**

- Support their child to attend school every day and work with them and school staff to overcome any obstacles that stop them being at school.
- Let the school know if their child is absent and why they have been away.

Focussing on learning and developing yourself:

The purpose of our school is to provide education options for young people and to support every student to learn and grow. We do everything we can to provide a welcoming friendly and supportive environment and to focus on the learning and growth of our students in whatever way each student needs need at that time.

We are all expected to:

- Recognise that school is for learning including academic, social, emotional and vocational learning.
- Work together to develop an individual plan for each student, so they can learn in the way that best suits them and that will help them be interested in their schoolwork.
- Recognise and accept that we are all learners, learning can be hard and takes effort, we will all make mistakes and we all sometimes need extra help or another chance.

- Talk about learning and make sure we are all clear about what is expected, what is going well and what we need to work on.

To support themselves in getting back into school and learning **students are expected to:**

- Let staff know if you are struggling, do not understand what you are doing or are not in a good mind set for learning.

To support students to feel successful and re-engage with school **staff are expected to:**

- Be flexible and negotiate learning, goals plans and tasks that will help students to learn and give them the opportunity to succeed and gain confidence.
- Celebrate successes with students and parents regularly and address any concerns with learning.

Parents are encouraged to contact the school often and discuss their child's learning. **Parents are expected to:**

- When visiting the school or contacting their child, be aware that they are not to disrupt the learning of students or interfere with the work of teachers or other staff.

Honesty and fairness:

Learning can be hard and we all make mistakes. Our school supports everyone to grow and be their best by recognising that we all make mistakes, and this is often how we learn. Being honest about our mistakes, what we have and have not done, and making sure we do not take credit for others work or blame them for things is important to make sure we have the best learning environment we can. We do our best to be fair to everyone which means we try to provide what each individual needs which will not be the same for each person.

We are all expected to:

- Be honest, act fairly and with integrity and not claim credit for any work or actions that are not our own, or blame others for things we might have done.
- Recognise that we all have different strengths and weaknesses, that we will all be supported in different ways and that being fair does not mean we will all get or be treated in exactly the same ways.
- Treat each other fairly, give credit to others when they deserve it and support each other to do the best we can.

It is especially important students are honest about work that is being assessed. This means **students are expected to:**

- Do your own work and, when working with others, be honest about what you have done and what others have done, and give credit to others for their ideas and work. The student handbook will help you with this.

Staff are important role models for students and have professional responsibilities. **Staff are expected to:**

- Ensure the culture, standards, and obligations of the school are upheld. This applies to learning, safety and the environment of the school.

Care of school property and other people's personal property:

Our school is a place where we all want to feel at home and to have an attractive and enjoyable environment with the resources we need. To do this we need to care for the school environment and resources.

We are all expected to

- Treat the school buildings, environment and the resources with care and respect and use them to benefit the learning of all members of the school community.
- Report any damage or wear and tear that you notice as soon as you notice it.

- Take care of your own property and respect other’s property including that this should not be touched or taken without consent.

To support us all to have a great environment and resources **students and parents are expected to:**

- Work with the school to make good any deliberate damage or vandalism they are involved in, either through payment or by performing community service.

To support us all to have a great environment and resources **staff are expected to:**

- Manage the resources provided for students, monitor students’ use of resources and provide clear and simple instructions to students as to how to use and care for them.

I acknowledge the code of conduct and that I have read it and / or had it discussed with me so that I understand its meaning and agree to follow it.

Student

Name: Signature Date: / /

Parent

Name: Signature Date: / /

School representative:

Name: Signature: Date: / /

Procedure available on Y-MAC>Communication>Manuals and Files>Policies and Procedures

This document is due for review on 1/07/2025.

Version:	Description of Amendment	Amended by	Approver and date	Release Date
1.0	Document created	Paul van Breugel	Executive Management Team 19/6/2023	1/11/2023