



BDC
BISHOP DRUITT COLLEGE
COFFS HARBOUR

*Firm
Foundations
Bright
Futures*

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Community Code of Conduct

1. Rationale

All students, parents, teachers and staff have the right to be safe, and feel safe, in their college community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that intimidate or put at risk the safety of others or oneself. This includes behaviour that may be considered anti-social.

The *Bishop Druiitt College community code of conduct* sets clear standards of behaviour, which are expected of all members of the college community. It specifies the consequences for any member of the college community who does not comply with those standards of behaviour, whether those persons are on the college's property, in transit or at another location for the purpose of any college-authorized events or activities.

2. Scope

The *Bishop Druiitt College community code of conduct* is intended to provide members of the college community with guidelines for the effective development of positive relationships within the college community and, as expressed in the introductory sections, to assist in promoting the values that are in keeping with the college's mission.

This document is then essentially a guide for all members of the college community to the standards of behaviour which are acceptable in the college environment or when attending any official, religious, social or sporting function or activity of or relating to the college in any location at which the college is represented.

Although guardians, step-parents, relatives, friends, supporters and carers of students at the college are not a party to the college's enrolment agreement, this community code of conduct is a guide for them about expected standards of behaviour.

3. Definitions

For the purpose of this code of conduct the term 'college community' comprises the Principal, staff, contractors, coaches, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of Bishop Druiitt College, who attend at the college or elsewhere for the purposes of visiting, viewing, participating, supporting or being present for any official, cultural, service, sporting or social activity held by or for the benefit of the college and its students.



4. Background

The following principles provide the framework for this code of conduct:

1. All members of the college community are to be treated with respect and dignity.
2. Responsible citizenship involves appropriate participation in the civic life of the college community. Active and engaged members are aware of their rights but, more importantly, they accept responsibility for protecting their rights and the rights of others.
3. Members of the college community are expected to use non-violent and non-abusive means to resolve any conflict.
4. Insults, disrespect and other hurtful acts disrupt learning and teaching in the college community, and are a direct contradiction of the college's values. Members of the college community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterised by respect and civility to all others.
5. Parents/carers play an important role in the education of their children and have a responsibility to support the efforts of college staff in maintaining a safe and respectful learning environment for all students. Parents/carers fulfil this responsibility when they:
 - Show an active interest in their child's work and progress.
 - Communicate regularly with the college.
 - Help their child to be neat, appropriately dressed and prepared for school.
 - Ensure that their child attends the college regularly and on time.
 - Promptly report to the college their child's absence, late arrival or early departure.
 - Become familiar with the *Bishop Drutt College community code of conduct*.
 - Encourage and assist their child in following the rules set out in the *BDC Secondary handbook*, *BDC Primary handbook* and other college policies.
 - Work with college staff in dealing with disciplinary issues.

5. Policy Statement

5.1 Standards of Behaviour

As a minimum, all members of the Bishop Drutt College community are expected to behave with respect, civility and in the manner of a responsible citizen.

As a minimum, all college community members must:

1. Respect and comply with all applicable commonwealth and state laws.
2. Demonstrate honesty and integrity.
3. Respect differences in people, their ideas and opinions.



4. Treat one another with dignity and respect at all times, especially when there is a disagreement.
5. Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or ability.
6. Respect the legal and moral rights of others.
7. Show proper care and regard for college property and the property of others.
8. Take appropriate measures to help those in need.
9. Show respect for each other.
10. Respect the need of others to work in an environment of learning and teaching.

5.2 General Conduct

College community members are expected to:

1. Support the college's policies.
2. Acknowledge that the Principal has the ultimate responsibility to implement these policies.
3. Work with the college teaching staff to deal promptly with areas of concern.
4. Treat all members of the college community with respect and courtesy.
5. Acknowledge and affirm success in individual and college achievement.

5.3 Physical Safety

In particular, all college community members **must not**:

1. Use any object (whether as a weapon or otherwise) to threaten or intimidate any other person.
2. Cause injury to any person by the use of any such object.

All college community members **must not**:

3. Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exception(s) is when in the normal course of events the college is providing hospitality to members or guests of the college community and is in keeping with appropriate legal and hospitality regulations.

All college community members **must**:

4. Not cause, inflict or encourage others to verbally abuse, threaten or inflict bodily harm on another person by any physical aggression.
5. Seek staff assistance if necessary to resolve conflict peacefully.



5.4 Co-curricular Activities

This part of the community code of conduct deals specifically with attendance at co-curricular activities. The following are statements of principle with which college community members are expected to comply:

1. Adults should remember that young people are involved in co-curricular activities principally for their enjoyment.
2. Students should always be encouraged to play by the rules/laws.
3. Young people should be taught that honest effort is as important as victory, so the results of each game are accepted without undue disappointment.
4. Defeat should be turned into victory by helping young people to work towards skill improvement and good sportsmanship.
5. Students should never be ridiculed or yelled at for making a mistake or losing a game.
6. Adults should remember that young people learn best by example. Good play should be applauded by both the college team and by members of the opposing team.
7. Members of the college community should never publicly question the judgement nor honesty of the referee or game official.
8. All efforts to remove verbal and physical abuse from co-curricular activities should be supported.
9. The value and importance of volunteer coaches, managers and referees should be recognised, as they give their time and resources to provide recreational activities for all students.
10. The referee or game official should not be approached at any stage during or immediately after a fixture.

6. Privacy

Parents/carers or college community members must respect the privacy of others. Because of the risks associated with the online environment, parents or college community members must remove or edit (make unidentifiable) any photographs or images posted on social media if the college, parent/carer or college community member is notified that there is a safety risk to that person, or if that image is deemed inappropriate by the identified party or the college.

7. Responsibility for Other Community Members

Any parent/carer or college community member who invites a relative, friend, supporter, carer or other person to be present at any official sporting or social activity held by or for the benefit of the college and its students must at all times be responsible for that person and ensure they act at all times in a manner consistent with this code of conduct.



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8. Breaches of this Code of Conduct

The consequences to a member of the college community for breaching this code of conduct will be determined at the Principal's absolute discretion. These consequences include any one or more of the following:

1. The college may refer inappropriate communication to the line manager, head of school or the Principal for action. This action may include a face-to-face meeting with this community member to outline the policy requirement.
2. The college may ban any member of the college community from attending any co-curricular activity.
3. The college may ban any member of the college community from being on the college grounds in general.
4. The college may direct that any parent/carer may only communicate with members of the teaching staff through a nominated college representative.
5. In the case of an extreme or prolonged breach of this code of conduct by a parent/carer the college may terminate the enrolment of the child/children of that parent/carer.
6. The college may take such other steps as it might in its reasonable discretion determine appropriate according to the nature of the breach.

9. Right of Appeal

1. The Principal will follow the college's *Statement on procedural fairness* with respect to any appeals regarding decisions made.
2. If the concern is with the Principal the matter may be referred to the Chair of the Bishop Drutt College Council.

10. Supporting documents

[*Bishop Drutt College statement on procedural fairness*](#)

Nick Johnstone

Principal
March 2018