

Kingdom Culture Christian School

CODES OF CONDUCT POLICY

Context

Kingdom Culture Christian School is committed to fostering a community that encourages and exhibits relationships, attitudes and behaviours that are based on biblical beliefs, practices and values. The School seeks to create a caring environment where Christian values inspire and affirm the highest standards of ethical conduct in relation to the care, support, and welfare of the students entrusted to it.

The School Code of conduct for all members of the community reflects respect for others; that each will act kindly and courteously towards others; that each will not force themselves or anything that they own physically, verbally or emotionally on others; that each will do as asked; and that each has the privilege, if done respectfully, to ask questions of another. This code can be summarised by the five key words of respect, kindness, non-abuse, obedience and understanding.

Definitions

- Community : includes staff, students, volunteers, parents.
- Parent : includes parents (and guests of parents) and guardians of school students.
- Staff : persons who are employed by the school (or Life Centre International) in either a full-time, part-time capacity. This includes the teachers, the Chaplain and the Office Administration.
- Student : a person enrolled at the school.
- Volunteer : a person who works for the school in any capacity without payment.

Codes of Conduct

At the point of engagement community members are required to make a commitment to comply with the relevant Code of Conduct.

- Staff : Staff sign an employment contract that includes a commitment to comply with the staff Code of Conduct. Staff who are currently employed by Life Centre International are interviewed by the Principal and are required to comply with the Staff Code of Conduct.
- Parents : The enrolment contract parents sign says that they agree to comply with the Code.
- Students : The enrolment contract parents sign states that their child is to comply with the Code.
- Volunteers : At the point of engagement as an approved volunteer they are required to make a commitment to comply with the Code.

Purpose

This policy and its associated Codes of Conduct outline to the school community the rights and responsibilities of members of the community in regards to conduct required by various legislative frameworks that affect the welfare and safety of students. They also protect and enhance the School's unique culture anchored in biblical truth that informs ethical and professional decisions and actions.

Policy Statement

The behaviour expected by parents/caregivers, staff, students and volunteers is outlined in separate codes under '*Rights and Responsibilities*'. These apply to all members of the school community when on the school property, at any school activity on or off-site or wearing the school uniform, including en-route to and from school. The school will monitor the conduct of its members and address any attitudes or actions that are not consistent with the relevant Code of Conduct.

CODE of CONDUCT - RIGHTS AND RESPONSIBILITIES OF STUDENTS

Student's Rights

- Feel protected and safe at the School
- Treated with respect by other students and staff regardless of difference
- Be listened to and allowed to communicate
- Be safe going around the School within guidelines
- Learning uninterrupted
- Provided with assignments and projects
- Use equipment responsibly at the School
- Ensuring their belongings are safe
- Being proud of their School
- Having a clean & well-kept school grounds
- Expect the support of the local community
- Be taught discipline and self-control

Student's Responsibilities

- Make others feel protected and safe at the School
- Treating other students, teachers and staff with respect and consideration
- Listening to others and value other people's opinions
- Going around the School safely within guidelines
- Not interrupting others from learning
- Complete assignments and projects on time
- Use, respect and care for equipment at the School
- Not damaging other people's belongings
- Not discrediting the School by their behavior
- Keeping their school grounds clean and tidy
- Behave in a way that draws the respect of the local community
- Learn discipline and self-control

RIGHTS AND RESPONSIBILITIES OF STAFF

Staff's Rights

- Being safe and supported in their work environment
- Being treated with respect by all members of the school community
- Teaching without being interrupted
- Expect appropriate student behaviour
- Having their personal property and the School's property treated with respect
- Opportunity for professional learning
- Having the support of all the staff at the School
- Develop a positive and professional relationship with students, staff, parents and caregivers
- Enforcing the School's policies and guidelines

Staff's Responsibilities

- Promote a safe and supportive environment for others
- Treat all members of the school community with respect
- Planning and implementing quality teaching programs that are accessible to all students
- Establishing rules and consequences in line with the School's policies and procedures
- Respecting the property of all members of the school community
- Organise and plan for their own professional learning
- Support other staff in the role at the School
- Promote a positive and professional relationship with students, staff, parents and caregivers
- Following up incidents and taking appropriate actions

CODE of CONDUCT - RIGHTS AND RESPONSIBILITIES OF PARENTS & CAREGIVERS

Parent & Guardian's Rights

- A safe & supportive environment for their children
- To be treated with respect and consideration by members of the community
- To be informed about School events and notices
- Access to the teachers and provision of feedback regarding their child's progress, achievement and well-being
- A quality Christian education for their child, shaped by the vision and mission of the school
- Communication from teachers regarding the discipline of their child
- The right to be heard and to receive procedural fairness

Parent & Guardian's Responsibilities

- Accept and support the ethos of the school as expressed in the Statement of Faith, "The Aims, Goals & Educational Philosophy Statement" and the policies and procedures
- Approach all members of the community in a considerate, respectful and polite manner
- To respect the teacher's professional judgement and work in co-operation with him/her
- Partner actively with the School in supporting their child's children's learning and related activities
- Support the teachers in the discipline of their child and in the application of consequences
- Seek appropriate professional advice and diagnosis where deemed necessary
- Give others the right to be heard and respect the School's decision
- Provide all necessary equipment and uniform items and replace where necessary
- Show respect for the school property
- Dress modestly and wear shoes when at the school
- Conduct themselves in a lawful and caring manner when relating to members of the school community and wider communities
- Report issues of safety risk of harm or inappropriate behaviour to the school

Communication and Public Comment

Definition: "Parents" may also refer to a legal guardian or grandparent. Parents are responsible for their guests to comply to the Code of Conduct.

Parents are expected to communicate respectfully at all times with the school staff, students and other parents. The school welcomes and encourages regular and meaningful communication with parents which includes expressions of concern.

Whilst parents are welcome to communicate informally with teachers, they are encouraged to make formal appointments to discuss matters of concern, a complaint or a grievance. Such communications should not take place in public whether in person or through online forums such as Facebook site shared by parents and staff. Parents must not post negative comments on this site, only positive comments related to school events.

When parents wish to make a formal interview time with a staff member, they should made via the school email address: contact@kccs.nsw.edu.au. Parents are expected to refrain from contacting staff in person outside of school hours concerning school related matters.

Security and Safety

The school requires parents to observe all its security and safety procedures for all students. This includes:

- Complying with the instructions of school staff at all times
- Signing in and wearing visitor identification whenever on the school property during school hours
- Taking care when driving into the underground car-park to drop off and pick up their child
- Not approaching school students with the intent to rebuke or address with them a matter of concern
- Not approaching other families with the intent to managing and influencing matters that arise at school
- Only making contact with their child through the school office
- Parents may not enter the school property or attend a school event while affected by alcohol or a prescribed or illegal drugs

The following items are prohibited on the schools property at school events for safety and legal reasons:

- Items considered weapons
- Aerosol cans

- Pornography or other inappropriate material (either hard-copy or electronic) that is inconsistent with the school's ethos.
- Alcohol, cigarettes or prohibited drugs
- Animals (including pets) unless prior permission is given by the Principal

CODE of CONDUCT - RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS

Volunteers have certain rights afforded to them as members of the community. Similarly, volunteers must accept the responsibilities that are part of belonging to our community.

- To support the ethos of the school as expressed in its Statement of Faith and "The Aims, Goals & Educational Philosophy Statement"
- to support the school's policies, procedures & guidelines
- To follow the staff's directions and behave professionally to carry out the staff's directions
- To be mindful of their duty of care responsibilities
- To approach staff and students in a considerate, respectful and polite manner
- To conduct themselves in a lawful & caring manner when relating to members of the school community and wider communities
- To report issues of safety, risk of harm or inappropriate behaviour to school staff
- To wear appropriate, well-maintained modest attire suitable for their task.

The Use of Information Technology

Volunteers may only use IT in the school while involved in school activities. This applies to mobile phones, iPods, iPads and laptop computers and other electronic devices regardless of ownership.

Relationship to the Students

Volunteers are expected to:

- Maintain appropriate professional relationships with students throughout their service
- Refrain from transporting students unaccompanied by a staff member without permission from the Principal

Security and Safety

All volunteers must have prior approval of the Principal and have a member of staff who is responsible for them while they are at school or as a school event. The Office Manager must be given prior notice for their attendance. All volunteers must observe the security and safety procedures that protect students.

Common Breaches

Where a member of the community becomes aware of another member behaving in a contrary way to the relevant Code of Conduct they should manage the situation in accordance with the Complaints and Grievance Policy.

Serious Breaches

In the case of a serious breach, a Critical Incident Report may be required. In the case of a Child Protection issue, the matter must be reported immediately to the Principal.

In the rare case where a member of the school community behaves in an unsafe, aggressive, threatening or violent manner, the Principal (or delegated authority) has the legal authority to:

- Direct the person to leave the school premises
- Withdraw future permission for the person to enter the school premises
- Terminate the enrolment of the student or withdraw the family from school involvement for a period of time