



# Edinburgh College College Community Code of Conduct Policy

## Document History

This policy is to be ratified by the College Council on Nov 2015

The life cycle of this policy is three years. It will be reviewed in 2018

## **1. POLICY STATEMENT**

Edinburgh College promotes values that are in keeping with the Christian ethos and the College's Mission.

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 put at risk the safety of others or oneself. This includes behaviour that may be considered anti-social.

This Code of Conduct provides members of the College Community with guidelines for the effective development of positive relationships within the College Community and assists in promoting the values that are in keeping with the College's Mission.

## **2. BACKGROUND**

The Edinburgh 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 introduction, 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 about the standards of behaviour, which are acceptable in the College environment, or when attending any official, religious, social, sporting, or any activity relating to the College in any location where the College is represented.

Although guardians, step-parents, relatives, friends and supporters at the College are not party to the College's Enrolment Agreement, this Community Code of Conduct is also a guide to them about expected standards of behaviour.

## **3. GUIDING PRINCIPLES**

The following are the principles, which provide the framework for this Code of Conduct:

- All members of the College Community are treated with respect and dignity
- Responsible citizenship involves appropriate participation in the civic life of the College Community. Active and engaged are aware of their rights and also accept responsibility for protecting their rights and the rights of others.

- Members of the College Community are expected to use non-violent, non-confrontational means to resolve any conflict.
- Insults, disrespect and other hurtful acts disrupt learning and teaching in the College Community, and are in direct contradiction of the College's Mission and Values. Members of the College Community have a responsibility to maintain an environment where conflict and differences can be addressed in a manner characterised by respect and civility to others.

Parents play an important role in the education of their children and have a responsibility to support the efforts of the College staff in maintaining a respectful learning environment for all students. Parents fulfil this responsibility when they:

- show an active interest in their child's College work and progress;
- communicate regularly with the College;
- ensure their child is neat, appropriately wearing College uniform and prepared for College;
- ensure their child attends College regularly and on time;
- are familiar and supportive of the College Handbook and the College Community Code of Conduct;
- cooperate with staff in dealing with disciplinary issues.

#### **4. STANDARDS OF BEHAVIOUR**

As a minimum, all members of the College Community are expected to demonstrate respect and civility as a responsible citizen. As a minimum all College Community members must:

- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat everyone with dignity and respect at all times, especially where there is disagreement;
- respect 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;

- show proper care and regard for College property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of responsibility; and
- respect the need for others to work in a learning and teaching environment.

## **5. GENERAL CONDUCT**

### **College Community members are expected to:**

- support the Principal and College staff in the development of a Christ-centred learning community based on the Seventh-day Adventist College ethos;
- support the College's Policies;
- acknowledge that the Principal is responsible for implementing the College's Policies;
- work with the College to deal promptly with areas of concern;
- treat all members of the College Community with respect and courtesy, and
- acknowledge and affirm success individual and College achievement.

## **6. PHYSICAL SAFETY**

### **In particular, all College Community members must not:**

- use any object (whether as a weapon or otherwise) to threaten or intimidate any other person or;
- cause injury to any person by the use of any such object;
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs
- Inflict or encourage others to verbally abuse, threaten or inflict bodily harm on another person by any physical aggression;

**All College Community members must:**

- Seek staff assistance, if necessary, to resolve conflict peacefully.

**7. CO-CURRICULAR ACTIVITIES**

This part of the College 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:

- Remember, young people are involved in extra-curricular activities principally for their enjoyment;
- Young people should always be encouraged to abide by the rules;
- Young people should be taught that honest effort is as important as victory, so results are accepted without undue disappointment;
- Turn defeat into victory by helping young people work towards performance improvement and good sportsmanship. Never ridicule or yell at a person for making a mistake or for losing;
- Remember, young people learn best by example. Applaud good performance by all participants of the College team and opposing team;
- Do not publicly question the referee's or official's judgement and never his/her honesty;
- Support all efforts to remove verbal and physical abuse from co-curricular activities;
- Recognise the value and importance of volunteer coaches, managers and officials. They give of their time and resources to provide recreational activities for all students; and
- Do not approach a referee or official at any stage during or immediately after an event, except in appreciation.

**8. RESPONSIBILITY FOR INVITED COMMUNITY MEMBERS**

Any College Community member who invites a relative, friend, supporter, carer or other person to be present at any College related function or activity at any location must be responsible for that person and must ensure that they act at all times in a manner consistent with this Code of Conduct.

## **9. BREACH OF THIS CODE OF CONDUCT**

The consequences to a member of the College Community for breaching this Code of Conduct will be determined by the Principal in accordance with the Edinburgh College Complaints

Policy and may include one or more of the following:

- The College may ban any member of the College Community from attending any Extra-curricular activity;
- The College may ban any member of the College Community from being on the College grounds in general;
- The College may direct that any parent may only communicate with members of staff through a nominated College representative;
- In the case of extreme or prolonged breach of this Code of Conduct by a parent, the College may terminate the enrolment of the child of that parent; and
- The College may take such other steps as it may in its reasonable discretion determine appropriate according to the nature of the breach.

## **10. RIGHT OF APPEAL**

The Edinburgh College Complaints Policy 'right of appeal' will apply to any decision made by the Principal under this Code of Conduct. The Policy is accessible on, and can be downloaded from, the College's website.