



# Springvale Rise Primary School

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## CODES OF PRACTICE POLICY

The Codes of Practice for students, parents and staff at Springvale Rise Primary School reflect the DET guidelines and regulations. The school is committed to the safety and wellbeing of all children. This will be the primary focus of our care and decision-making. We have a zero tolerance for child abuse.

Springvale Rise Primary School is also committed to providing a child safe environment where all children are safe and feel safe. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Springvale Rise Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

### **The Springvale Rise Primary School Community Aims to:**

- Provide a balanced, exemplary education for all students within a safe, flexible, happy and positive learning environment.
- Foster in students a strong belief in themselves and to assist each person to develop to their maximum potential.
- Promote high standards of behaviour based on respect, integrity, responsibility and cooperation / teamwork.
- Develop in students the ability to learn cooperatively, creatively and independently.
- Promote recognition and acceptance of everyone's rights to equal opportunity based on the concepts of merit and equity.
- Ensure all staff, volunteers and parents are aware that Springvale Rise Primary School has a zero tolerance to any form of child abuse.

### **Guiding principles concerning the Rights and Responsibilities of Students, Parents and Staff incorporating the school values of Respect, Integrity, Responsibility and Cooperation / Teamwork:**

#### **Students**

- All students are to be valued and treated with respect.
- All students are to be honoured as an individual learner.
- All students are to be recognised as having his or her own learning style, interests, aspirations, challenges and obstacles.
- All students have the right to feel safe and secure at school.
- All students have the right to learn without unnecessary distraction.
- All students have the right to work and play free of harassment or discrimination.

- All students have the right to be treated fairly by staff and fellow students in all aspects of education regardless of the student's personal characteristics such as their cultural background, gender, physical features, etc.
- All students will behave in a considerate, cooperative and courteous manner to help promote a positive image of the school. This includes all activities during a regular school day as well as on excursions, sports days, special events days and so on.
- All students will abide by the code of conduct when accessing Information and Communications Technologies such as the Internet.

### **Parents**

- All parents have an obligation to support the school in its efforts to maintain a positive teaching and learning environment.
- All parents have an obligation to ensure their child attends school regularly and is punctual.
- All parents have the responsibility to notify the school when students are absent.
- All parents are expected to notify the school prior to students being away for a prolonged period of time.

### **Staff**

- All staff have the right to work free of discrimination and sexual harassment.
- All staff have the responsibility to create an environment with a spirit of understanding and of valuing diversity.
- All staff have the right to be judged according to their ability to carry out the requirements of the position and not according to irrelevant factors such as a person's gender, sexual orientation, cultural background, etc.
- All staff are expected to act and behave in a confidential manner at all times. This includes all interactions between parents, students and other staff members.
- All staff should expect to be able to teach in a co-operative and orderly environment, which promotes the best learning outcomes.
- All staff members whether or not mandated need to report to a member of the Principal Team if they have formed a belief on reasonable grounds that a child is in need of protection in regards to the child's health, safety or wellbeing.
- All staff members have an obligation to implement the Code of Practice and school policies fairly, reasonably and consistently.

### **Volunteers**

- All volunteers are required to hold a working with children's check and to provide evidence of this check. (Refer [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) for more information)
- All volunteers have the right to work free of discrimination and sexual harassment.
- All volunteers have the right to be judged according to their ability to carry out the requirements of the position and not according to irrelevant factors such as a person's gender, sexual orientation, cultural background, etc.
- All volunteers are expected to act and behave in a confidential manner at all times. This includes all interactions between parents, students and other staff members.

### **PRINCIPAL TEAM CODE OF PRACTICE**

Members of the Principal Team at Springvale Rise Primary School will provide outstanding leadership and management of the school and will operate in accordance with relevant sections of the Education Act and the Victorian Government / DET directives.

The Principal Team, along with other members of the Leadership Team, has the responsibility to develop a culture of collaboration and shared responsibility.

In providing effective leadership and management to the whole school, the Principal Team will engage in the following practices.

**Provide Leadership by:**

- Articulating a vision for the school.
- Ensuring that policies and priorities developed in partnership with the school community are implemented.
- Facilitating the development of a high quality curriculum and exemplary teaching and learning practices to maximise student learning outcomes, in accordance with the School Strategic Plan.
- Encouraging and fostering a purposeful learning environment that maximises individual student learning.
- Promoting and presenting a positive image of the school in the wider community.
- Ensuring the provision of a secure, caring, safe and harassment free environment for students and staff.
- Being responsible for the implementation and enforcement of the various Codes of Conduct.
- Promoting a zero tolerance to any form of child abuse in accordance with ministerial order No.870, Child Safe Standards.

**Provide Effective Management by:**

- Managing the development and operation of the school's administrative and financial systems.
- Showing a commitment to a consultative decision making process ensuring that appropriate staff are involved.
- Supporting the development and operation of teams as a management structure.
- Ensuring that all roles and responsibilities are clearly understood.
- Providing leadership, advice, information and support to School Council regarding its responsibilities and directions.
- Ensuring that the School Council effectively manages resources, facilities and budgets in accordance with DET requirements.
- Developing and implementing the School Strategic Plan in collaboration with the whole school community.

**Maintain Positive relationships with Staff by:**

- Developing a sound working relationship with staff with an emphasis on high performing teams.
- Implementing and managing an effective staff management plan that encourages staff performance and is linked to a Professional Development Plan, promoting high quality teaching practices, career and personal growth.
- Encouraging the involvement of all staff in the achievement of school goals and priorities.
- Ensuring that all members of staff are treated fairly.
- Being accessible to staff.
- Showing readiness to listen to staff views and concerns.
- Taking an interest in the welfare and professional growth of every staff member.

**Develop Positive Relations with Students by:**

- Facilitating a learning environment that is challenging, non-discriminatory, rewarding, pursues excellence and encourages students to take responsibility for their own learning.
- Facilitating positive student involvement in the school.
- Fostering and encouraging students to achieve their full potential.
- Fostering and focusing on high self-esteem to promote resilience.
- Reinforcing the core values of the school with the student body.

- Empowering students to know their rights and responsibilities in regards to their personal safety and the safety of others, ensuring that students feel secure and supported.

**Actively Engage the Broader School Community by:**

- Encouraging community members to participate in school activities.
- Fostering positive relationships with parents and the wider school community.
- Providing regular, accurate and informative reports on the school's performance.

**STAFF CODE OF PRACTICE**

Springvale Rise Primary School has a wide range of staff including teaching staff, office staff and support staff. Based on DET orders and guidelines, staff employed at Springvale Rise Primary School agree to the following codes and standards.

**Staff Commitment:**

The welfare of the children in our care is the first priority. All staff, both teaching and non-teaching, will be governed by the principles of impartiality, integrity and service and will demonstrate their commitment to Springvale Rise Primary School by:

- Relying on teamwork to achieve our goals.
- Acting in the belief that all students have both the capacity and right to learn and should be given equal opportunity to develop their maximum potential.
- Displaying an understanding and tolerance of the various cultures and their beliefs within the school community.
- Successfully implementing the goals of the School Strategic Plan and Annual Implementation Plan
- Recognising and responding to individual differences by providing personalised learning experiences consistent with the zone of proximal development (ZPD) of each student.
- Ensuring and maintaining a duty of care in an environment which is safe, positive and supportive
- Demonstrating the ability to manage and adapt to change.
- Promoting self-esteem, confidence and self-worth throughout the school, and promoting a positive school image.
- Being honest, sensitive and constructive in the development of appropriate partnerships with parents and guardians for the benefit of students.
- Treating all members of the school community with consideration, respect and confidentiality.
- Fulfilling the obligations as specified in their role statements and participating in a staff performance and development process.
- Dressing and behaving in an appropriate professional manner, thus presenting a positive role model.
- Developing positive, effective and cooperative working relationships with other staff.
- Facilitating the development of positive and productive links between students, parents, staff and the wider community.
- Liaising with the school's Principal Team and Welfare Officer in ensuring the protection of children in regards to their health, safety and wellbeing.
- Understanding that child safety is everyone's responsibility and reinforcing the school's zero tolerance to child abuse in any form.
- Monitoring and assessing potential child abuse risks in all learning environments including excursions, school camps, swimming and online environments.
- Ensure allegations of abuse and safety concerns are based on evidence and recorded using our incident and reporting form.
- Reviewing child safety strategies, policies and procedures as part of the school's review cycle.

## **TEACHING STAFF**

Teachers at Springvale Rise Primary School are part of a team responsible for providing high quality personalised learning programs to ensure success for all children.

### **In addition to specific role statements, teachers will:**

- Review and further develop their use of a broad range of teaching strategies to maximise learning opportunities for the individual.
- Take responsibility for some of their own professional development as well as taking part in school-based programs.
- Set high, but achievable expectations for student learning and the achievement of their personal best.
- Encourage students to take risks, learn from their mistakes and celebrate their successes.
- Purposefully and progressively monitor student learning by maintaining accurate and current records of individual progress using a variety of techniques.
- Report to students and parents in a meaningful, clear and accurate manner.
- Foster student self esteem, independence, confidence, mutual respect and promote appropriate behaviour.
- Plan, teach and evaluate cooperatively within a learning centre team, developing programs which will enhance student learning.
- Be familiar with the current mandatory reporting requirements and have completed the required professional development.
- Participate in professional development to ensure that everyone in our school understands that child safety is everyone's responsibility.
- Monitor and assess potential child abuse risks in all learning environments including excursions school camps, swimming and online environments.
- Whether or not mandated, report to a member of the Principal Team if they have formed a belief on reasonable grounds that a child is in need of protection in regards to the child's health, safety or wellbeing.

## **SCHOOL COUNCIL CODE OF PRACTICE**

Springvale Rise Primary School operates within the guidelines set out in the Education Act and Regulations. The Principal shall be Executive Officer of the Council.

### **The following principles will guide School Council Operations:**

- The educational needs of the students will be the main consideration in decision making.
- School Council will develop policies and directions to ensure the aims of the School Strategic Plan are achieved and observe the Principal's right to implement policy in the most appropriate way.
- School Council will seek community views on major policy decisions.
- School Council members will use discretion in all matters of a confidential nature.
- The Principal and School Council President will be responsible for public comment.
- Any disagreements will be resolved at Council level.
- All School Council members will be encouraged to undertake professional development to further understand their responsibilities, confidentiality, school practices and DET policies and directions.
- All School Council members will be expected to work co-operatively and demonstrate a high level of commitment, loyalty and support for the school.
- All School Council members are aware that Springvale Rise Primary School has a zero tolerance to any form of child abuse.

### **The following practices will be employed by School Council:**

- School Council will meet at least twice each term, with a minimum of eight times per year.

- Meeting procedures and decision making processes will operate as detailed in the Constituting Orders, and as per DET guidelines regarding Codes of Practice and Meeting Procedures.

The structure of the Council's operation will be supported by the following sub-committees, which will make recommendations to School Council and assist in the implementation of decisions: Curriculum / Education, Buildings and Grounds, Fundraising, Finance.

- Sub-committees' membership shall be decided by School Council and will require at least one member of School Council.
- Membership shall be open to all members of the school community.
- Sub-committees will prepare and present a report and make recommendations to School Council.

Springvale Rise Primary School will observe the following principles, subject to the relevant acts and regulations. The learning needs of the students will be the primary consideration in decision- making

- Monitoring of the achievement of the School Strategic Plan and the Annual Implementation Plan, will be regular and rigorous
- The views of the school community will be canvassed and considered on major policy decisions
- Diversity within the school will be recognised and utilised
- Discussions relating to employees will be strictly confidential
- Disagreements will be resolved within the Council
- Members of the Council will be kept informed of their responsibilities, of current school practices, and of the policies and directions of the Department
- Public comment will be the responsibility of the School Council President and the Principal
- Councillors will declare conflict of interest where appropriate

## **Student Code of Practice**

### **School Rules**

The school has developed eight generic rules, which form the basis from which classroom rules are developed.

1. Students follow all teachers instructions all of the time.
2. Students keep hands and feet to themselves.
3. Students allow others to learn.
4. Students get permission from the owner before they touch other people's property.
5. Students walk around the school in a safe manner.
6. Students use good manners e.g. please, thank you and excuse me.
7. Students look at the person who is speaking
8. Students are friendly to all:
  - No teasing
  - No bullying

Early each year, teachers will negotiate a set of rules for their own home-groups that are consistent with the whole school rules. The Student Code of Conduct outlines expected behaviour from students as the school aims to provide a safe and supportive environment for children to reach their full potential and become respectful and responsible citizens who contribute to society.

### **School Uniform**

Students at Springvale Rise Primary School are expected to wear the following school uniform consisting of;

- Blue shorts and long sleeved polo shirts
- Navy blue pants, shorts, shirts
- Blue checked dress

- Skivvies during winter
- Sun Smart hats from September 1<sup>st</sup> 2016 until the end of Term 1 the following year.
- Flat heeled school shoes and or runners

### **Dress Code**

- The Dress Code applies during school hours, while travelling to and from school, and when students are on school excursions and attending incursions.
- Summer and winter uniforms will be prescribed and are required to be worn.
- Students are not permitted to wear jeans or denim skirts as an alternative to school uniform.
- Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery.
- Extreme hair colours (eg: green, orange, blue, pink or purple rinses) and/or extreme hairstyles (eg: spikes or mohawks) and the excessive use of 'Hair Gel' etc are not permitted.
- Other than clear nail polish, cosmetics may not be worn at school.
- Consistent with our Sun Smart policy a suitable hat (not bandana) must be worn from September 1<sup>st</sup> 2016 until the end of Term 1 the following year. Hats are not to be worn inside.
- Students at Springvale Rise Primary School are expected to wear this school uniform at all times. This includes for all excursions, incursions and special events, regular school days, and so on, unless otherwise notified.

### **Standards and Rules to Guide the Management of Student Behaviour.**

At Springvale Rise Primary School we are committed to a consistent and positive approach to student management that promotes personal responsibility and self-discipline.

#### **We are committed to using the following strategies:**

- Encouraging the use of positive language.
- Giving positive reinforcement to improve self-esteem and encourage appropriate behaviour.
- Encouraging co-operation and friendship.
- Acknowledging student achievements in the classroom, the playground, through the newsletter and at assemblies.
- Requiring students to accept responsibility for their actions.
- Encouraging understanding, awareness and commitment to the school rules.
- In the spirit of personal responsibility, forgiveness and commitment to positive future behaviour, all parties express their acceptance of the proposed solution/s and discuss what can be done to prevent a recurrence.
- Developing pride in the school by the wearing of school uniform and by encouraging respect for the school property and facilities.

Serious or continuous breaches of school rules may lead to suspension / expulsion procedures in line with Department of Education and Training guidelines.

### **COMMUNITY RELATIONS CODE OF PRACTICE**

At Springvale Rise Primary School, we are committed to involving the community in all aspects of school life. By being involved, the community can support and assist the school in the pursuit of quality education through a positive, cooperative partnership with the school.

#### **Springvale Rise Primary School relies on and values close liaison with community members to:**

- Deliver the best educational outcomes for students in a positive, harmonious, mutually supportive and safe environment.
- Provide support for school activities, encouraging involvement in excursions, classroom activities and fundraising.

- Obtain advice and support for its educational programs, Codes of Practice and Student Code of Conduct.
- Facilitate the development of a school identity.
- Actively encourage assistance in resourcing, caring for and maintaining the school.

Where members of the community have special skills and talents, the school encourages their practical involvement in school activities.

**Community involvement, support and assistance in the school is actively encouraged through:**

- Open meetings of School Council and its sub-committees.
- Supporting and welcoming community participation in all school activities.
- Valuing contributions of community members in whatever capacity they feel confident.
- Respecting confidentiality in both verbal and written forms.
- Providing access to the Principal, Staff and School Council members.
- Notifying the school of any difficulties (family, financial, physical, emotional) that may affect their children's development.
- Sharing the school's facilities as appropriate (on an agreed basis).
- Supporting the wearing of school uniform.
- Reading school communications.
- Networking with local community organisations.
- Treating the students, staff and school facilities with respect.
- Community Hub activities.

**The school community is informed of the school's activities and achievements through:**

- Publication of school newsletters and other notices
- Publication of the School Council's Annual Report
- Parent information and reporting sessions
- Reports to the community on School Council sub-committee's activities
- School assemblies open to the community
- Involvement in open days, and special activities
- Promotional activities celebrating the efforts and achievements of students including newsletters, displays of students' work, public performances and media coverage
- Liaising with community groups
- Informal / formal community training programs
- Online information

**At the same time, Springvale Rise Primary School will pursue community views through:**

- School Council and sub-committee meetings
- Parent Opinion Surveys
- Seeking comment on draft policies and programs
- Ongoing informal comment from the community

**Endorsement:**

This policy was last ratified by School Council in....

**October 2016**



