



POLICY	Code of Conduct- Student
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Policy Owner	Principal
Function/Area	School Community

Code of Conduct Statement

Tranby College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students of the College. This document outlines the conduct guidelines that all students are expected to follow.

Code of Conduct Scope

This Code applies to all Tranby College students. The application of this Code is not limited to the College site/campus and College hours. It extends to all activities and events that are College related and when students are representing or acting on behalf of the College.

Code of Conduct Principles

Policy Principles are categorised into the headings of:

1. **CONDUCT OF ALL STUDENTS**
2. **UNACCEPTABLE CONDUCT**
3. **REPORTING**
4. **ACTION WHERE A THE CODE OF CONDUCT HAS BEEN BROKEN**

1. CONDUCT OF ALL STUDENTS

It is expected that every Student will:

- behave in a manner that keeps everyone safe
- follow by all health and safety rules and procedures operating within the College and other locations at which the students may visit.
- ensure every person in the College community is provided with privacy and human dignity
- ensure that their actions do not damage the College's reputation, including activities on social media.
- uphold the reputation of the College by demonstrating an appropriate standard of behaviour on the way to and from the College and when wearing school uniform.
- respect the authority of Tranby College staff and follow College rules as required.
- follow College's policies and procedures as required.
- be respectful and supportive of the College's beliefs and values.
- behave with courtesy and consideration for others.
- Not bully or discriminate against others
- not interrupt or hinder the learning of other students
- respect all property
- be on time and attend all classes.
- remain in the College grounds during the College day unless otherwise approved by the applicable Dean.

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- complete work set by teachers on time to the best of their ability
- take full advantage of the opportunities offered at the College.
- dress neatly and with due regard for health, hygiene and safety in line with the College's uniform requirements.
- not possess or smoke cigarettes, e-cigarettes, possess or use or be under the influence of alcohol or illicit drugs or other substances harmful to health, at the College, on College excursions, in transit between the College and home or otherwise while wearing the College uniform.

2. UNACCEPTABLE CONDUCT

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person.
- any form of physical or verbal violence including fighting, assault or threats of violence.
- any form of cyber bullying or cyber abuse.
- sending inappropriate, offensive or explicit text messages, photos or videos to a member of the College community, at any time, including after-hours and also including via a personal device.
- gambling of any form (both on-line gambling and in person) during College time, whilst undertaking College activities or whilst wearing the College uniform.
- language or conduct which is likely to offend, harass, bully, or discriminate against any student, teacher, contractor or visitor.
- possess, on the school campus, any item that could be interpreted as a weapon.
- theft, fraud or misuse of College resources.
- the use of inappropriate words or gestures and images.
- unacceptable class attendance levels.
- attending College, social, sporting or other functions as a representative of the College while affected by alcohol or illicit drugs.

3. REPORTING

It is expected that all Students will report any cases of unlawful behaviour or behaviour that is not in line with this Code to a teacher or senior staff member privately as soon as possible.

4. ACTION WHERE A THE CODE OF CONDUCT HAS BEEN BROKEN

Breaking the Code of Conduct will be assessed on a case-by-case basis. Students who break the Code of Conduct may be reprimanded by their class teacher, Dean of School or Head of House, as deemed appropriate, given the nature of breach and the age of the student. Students may also be interviewed by the Associate Principal. Appropriate action, which may include behavioural contracts, detention, mediation or suspension, is the responsibility of the Associate Principal. The matter may also be referred to the Principal, who has full discretion to take action including expulsion as deemed appropriate.

All students that have breached the Code of Conduct will be afforded procedural fairness. In accordance with applicable legislation and the College's Child Protection Policy, the Police and/or relevant government departments will be informed of any unlawful breaches of this Code, as required.

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Definitions

Procedural Fairness – *this is sometimes referred to as Natural Justice and relate to the process used by a decision maker. The rules of Procedural Fairness require:*

- *A fair hearing and opportunity for both sides to be heard before any decision*
- *Lack of bias*
- *Evidence to support a decision; and*
- *Inquiry into matters in dispute*

Student - *A 'Student' of Tranby College shall be a current student of Tranby College until they officially withdraw from the College, are no longer enrolled and, in the case of Year 12 Students, the day after the completion of all final exams.*

Related Policy and Procedures

Bullying Policy

Child Protection Policy

Student ICT Responsible Use Policy

Applicable Legislation

Children and Community Services Act 2004

Equal Opportunity Act 1984

Privacy Act 2000

Responsibilities

Student Responsibility

Each student has the responsibility to:

- Act in a manner that upholds the Code of Conduct- Student.
- Report inappropriate behaviour to a Tranby College staff member

Staff Responsibility

Each Staff member has the responsibility to:

- Provide a duty of care to all students in their care.
- Ensure students are reminded of the Code of Conduct where appropriate
- Model appropriate behaviour.
- Log noted breaches in SEQTA
- Treat each reported breach of the Code of Conduct respectfully and appropriately
- Refer more serious or complex breaches to an appropriate member of the Senior Leadership Team.

Manager's Responsibility

The Principal and the College Leadership has responsibility to:

- Create a culture in the College that is open and committed to the establishment of respectful learning relationships
- Ensure the approach taken in relation to the Code of Conduct is child focussed and culturally appropriate
- Listen to and acknowledge feedback from students
- Follow the principles of natural justice when responding to a breach of the Code of Conduct

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College's Responsibility

Tranby College has a responsibility to:

- ensure that all staff have access to and understand the Code of Conduct- Student
- ensure that all students have access to and understand the Code of Conduct- Student
- ensure that all parents have access to and understand the Code of Conduct- Student
- ensure that the Code of Conduct- Student is fairly and justly applied across Tranby College
- respond to the needs of a particular individual as appropriate within the values of Tranby College
- comply with legislated requirements

Further Information

Further information concerning any aspect of this policy may be directed to the *Associate Principal*

Policy Sign off & Acceptance

Sign off is required by:

Principal

Revision History *(filled out Board or Principal)*

Version	Approved/ Amended/ Rescinded	Date	Board/ Principal	Approval/ Resolution Number	Key Changes & Notes
1	Approved	June 2021	Principal	June 2021	-

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