

# PURPOSE

**The ACT Education Directorate is committed to respecting human rights and protecting the safety and welfare of all persons in all public education settings.**

This Code of Conduct outlines the responsibilities of community members, Directorate staff and students to behave appropriately and positively to prevent or minimise non-compliant and aggressive behaviours.

The ACT Education Directorate will not tolerate purposeful violence on their premises or towards their staff or students. Under Territory law, it is an offence to behave in a disorderly, violent or offensive way on Directorate premises or fail to leave the premises if directed to do so by the principal, a person authorised by the principal or the site manager.

Everyone, including all Directorate staff, students, parents, carers and visitors have a right to:

- be treated with dignity, courtesy and respect
- participate in education environments that are safe, secure and free from bullying, harassment, discrimination and violence
- access mechanisms within or external to the school to lodge complaints
- expect that complaints will be dealt with respectfully, transparently and meaningfully, and
- expect that privacy will be respected at all times, unless authorised

## **The Code of Conduct is guided by relevant ACT legislation:**

*Education ACT 2004*

*Children and Young People Act 1999*

*Human Rights Act 2004*

*Work, Health and Safety Act 2011*

## **The Code links directly with Directorate policies and guidelines that enact this legislation:**

- Safe and Supportive Schools Policy
- Critical/Non-Critical Incident Management and Reporting Policy
- Family Law Policy
- Communities Online: Acceptable Use of IT - Parents and Students Policy
- Complaints Policy
- Working with Children and Young People – Volunteers and Visitors Policy
- Occupational Violence Policy.



# WORKING TOGETHER WITH YOUR SCHOOL

A Code of Conduct to promote respectful interaction on ACT Education Directorate premises.



**ACT**  
Government

This Code of Conduct is underpinned by the ACT Public Service values outlined in the Strategic Plan 2014-17. These are:

**Respect  
Integrity  
Collaboration  
Innovation**

# Responsibilities

## All members of the ACT community are expected to:

- conduct themselves in a respectful and responsible manner that recognises and respects the rights of others and is in compliance with the law
- act appropriately on Directorate premises and ensure that personal behaviour does not contribute to inappropriate conduct by others
- at no time use threatening behaviour and harassment.
- comply with this Code of Conduct when on Directorate premises.

## Principals and site managers are expected to:

- lead the implementation of this Code of Conduct within their setting
- model exemplary conduct by demonstrating the values and principles of the Strategic Plan
- communicate high expectations for the way in which staff, students, visitors and community members conduct themselves
- provide a safe, secure and supportive learning environment
- advise parents, carers and other members of the community of the appropriate Directorate mechanisms for lodging and dealing with complaints
- request any person acting in an offensive or disorderly way to leave the premises, and if necessary, as an authorised person, direct them to do so
- call the police if a person fails to follow a direction to leave the premises.

## Teachers and staff are expected to:

- work in partnership with parents and carers to enhance the learning outcomes and support the well-being and conduct of their child
- communicate high expectations for the learning achievement and conduct of all students
- ensure consistency and fairness in interactions with all members of the community
- ensure that personal behaviour does not contribute to inappropriate conduct of others
- identify factors that may contribute to inappropriate conduct and actively devise strategies to minimise these
- report all incidents of bullying, harassment or violent conduct in accordance with Directorate policies.
- ensure compliance with the core expectations that the government and community have for public servants including teachers as set out in the values and principles contained in section 6 of the *Public Sector Management Act 1994* and the Teachers' Code of Professional Practice.

## Students are expected to:

- participate actively in their education program
- take responsibility for their conduct and learning
- demonstrate respect for themselves, other members of the education community and their learning environment
- learn and interact in a cooperative and courteous manner
- respect and comply with requests made by the principal or school staff
- agree to abide by the requirements for access and acceptable use of information communication technology.

## Parents/caregivers and community members are expected to:

- Work positively in partnership with the school to:
- contribute positively to behaviour, academic and other personalised support plans that relate to their child to enhance learning outcomes
- support the well-being and conduct of their child
- support staff in maintaining a safe, secure and respectful learning environment for all students
- respect and comply with reasonable requests or directions of the principal or other members of staff
- agree to abide by the requirements for access and acceptable use of information communication technology in relation to the school.