

STUDENT CODE OF CONDUCT

Date Approved:	14/05/2021
Date Effective:	14/05/2021
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Code (Policy) Category:	Educational
Code (Policy) Owner:	Principal

SEDA College (Victoria) (“SEDA College”) is committed to the engagement, education and empowerment of all students. We believe that every young person has the capacity to engage in learning, to achieve their life ambitions and make a significant and positive contribution to their community, all within a safe, supportive and inclusive learning environment. We promote diversity and tolerance in SEDA College, and people from all walks of life and cultural backgrounds are welcome.

At SEDA College, we all make a commitment to the following values and expectations:

SEDA COLLEGE VALUES

Growth – We embrace feedback and look for continuous improvement;

Resilience – We bounce back when things do not go to plan;

Empathy – We respect others and try to understand their feelings and perspective;

Accountability – We take responsibility for ourselves and follow through on our commitments; and

Teamwork – We work together willingly. We share challenges and success.

SEDA COLLEGE EXPECTATIONS

General Expectations

At SEDA College we:

- Represent the College, sporting partners and building and trade partners in a positive and professional manner.
- Arrive to class in a punctual manner and always contact the teacher prior to start time if late or absent.
- Are always prepared for learning and bring necessary equipment, resources and/or information to class each day.
- Wear the SEDA College uniform correctly at all times and wear the correct attire for activities. We present professionally at all times and make every effort to cover, non-culturally significant visible tattoos.
- Wear runners/sports shoes at all times, keep jewellery to a minimum (no visible facial piercings, minimal earrings) and ensure our hair is practical, due to the active nature of our program.
- Arrive to class and College events sober and unaffected by any form of illicit drug or alcohol, and do not consume or possess alcohol or illicit drugs during programs.

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- Take pride in our effort to produce independent work without plagiarism, collusion or cheating.
- Acknowledge that inappropriate behaviour will be managed under the SEDA College Student Discipline Policy, which endorses a Restorative Practices approach.
- Acknowledge the adoption of a Restorative Practices approach by SEDA College.

Community Work Day / Clinics

When representing SEDA College on Community Work Days, we:

- Ensure all community members we interact with are safe, happy and empowered. We support and respect all children, as well as SEDA College employees and volunteers.
- Maintain a current Working with Children clearance and advise the College if clearance is not granted, it is suspended, revoked, surrendered or expired.
- Promote the safety and well-being of children and young people by following policies and procedures developed by SEDA College, including SEDA College's Child Safety and Mandatory Reporting Policy to ensure that:
 - The safety and welfare of children and young people is paramount at all times.
 - Children and young people are treated with dignity, equality and respect.
 - The views and concerns of children and young people are listened and responded to appropriately within the organisation.
 - All reasonable steps are taken to ensure the safety and protection of children and young people within the organisation.
 - Children and young people understand their rights and have these explained to them in age-appropriate language as to what they can expect when participating in a service, activity or program offered by the organisation.
 - Any serious complaints made by a child, young person or their parent/carer are responded to quickly, fairly and transparently via the Concerns, Complaints & Grievances Policy – Students.
- Ensure mobile phones are not used during clinic/community day unless prior approval is granted by the teacher. This includes not taking any photographs during events unless prior approval is granted.
- Ensure at all times when speaking with members of the community we ensure use of appropriate language. We always treat members of the community with respect and acknowledge there is no place for derogatory remarks, inappropriate statements or offensive comments.
- Wear SEDA College caps during Primary School clinics during Terms 1 & 4.

Anti-Discrimination, Harassment and Bullying (including Cyber)

At SEDA College we:

- Understand SEDA College has a policy of zero tolerance for any behaviour that is discriminatory, harassing or bullying.
- Treat all others with respect and care and respect the right for all others to learn.
- Aim to express ideas and feelings without hurting others.
- Respect other people's work, ideas and property.
- Comply with all SEDA College policies including the following:
 - Anti-Discrimination, Harassment and Bullying (including Cyber) Policy.
 - Disability and Special Needs Policy - Student.
 - Safe use of ICT Policy.
 - Child Safety and Mandatory Reporting Policy.
 - Cheating and Plagiarism.
 - Attendance Policy.

Social Media and Mobile Phone Use

At SEDA College we:

- Commit to using social media in a positive manner and refrain from sending/posting messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene.
- Use our mobile phones in a professional manner once permission is gained from my teacher.

Structured Workplace Learning (SWL)

When representing SEDA College on Structured Workplace Learning days, we:

- Attend regularly and behave in a manner that reflects positively on SEDA College and on myself.
- Adhere to all SWL requirements and regulations.
- Communicate any absence from SWL with our teacher as soon as possible.
- Endeavour to raise any issues with the teacher as soon as they arise.

Industry Experience

When completing our industry experience, we:

- Demonstrate initiative and represent SEDA College and our partners to the best of our ability.
- Provide at least 24 hours' notice if unable to attend an event. If withdrawing within 24 hours, a medical certificate may be requested.
- Maintain records of our experiences.

Code (Policy) History

Version	Code (Policy) Owner	Approval Date	Effective Date	Summary of Changes
V1	Principal	17/01/20	17/01/20	The Student Code of Conduct for 2017 was then amended for 2018 (and 2019) with minor wording changes in the General Expectations section, as well as including reference to Industry Experience. V1 of the Code is based on this, then amended to include the new College values, to be consistent with the new Strategic Plan 2020-2024, updated policy references and names, and minor wording changes.
V2	Principal	9/12/20	9/12/20	No changes made.
V3	Principal	14/05/21	14/05/21	Transfer to new letterhead, added tables at start and end for version control purposes. Updated wording in relation to Working with Children clearance (previously 'check'). Minor text and formatting changes.