

# POLICY AND PROCEDURES

## STUDENT CODE OF CONDUCT EDU 4.13.5

|                        |             |
|------------------------|-------------|
| Date Approved:         | 20/10/2023  |
| Date Effective:        | 20/10/2023  |
| Scheduled Review Date: | 20/10/2025  |
| Policy Category:       | Educational |
| Policy Owner:          | Principal   |

### 1. Context

SEDA College (Victoria) 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 at SEDA College, and people from all walks of life and cultural backgrounds are welcome.

### 2. Definitions

A reference or term included in this policy is defined as follows;

"SEDA College" or "the College" refers to SEDA College (Victoria).

"Student" means a person who is enrolled at or attends the school.

### 3. Application

This policy relates to current SEDA College students.

All Students must comply with this policy and must complete the Orientation unit on the Student Code of Conduct that acknowledges that they will abide by this and other School policies.

The application of this Code is not limited to the College sites and school hours. It applies to all activities undertaken on behalf of or at the direction of the College whilst on and off campus.

#### SEDA College Victoria

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## 4. Statement of Policy

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

### 4.1 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.

### 4.2 SEDA College Expectations

#### (a) General Expectations

At SEDA College we:

- behave in a manner that does not endanger the health, safety and wellbeing of ourselves or others
- 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.
- Respect the authority of members of staff and observe school rules and teacher directions as required
- Respect School property and the property of staff, contractors, visitors and other students
- Refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students
- Wear the SEDA College uniform correctly at all times, including in transit to and from school and wear the correct attire for activities. We always present professionally and make every effort to cover, non-culturally significant visible tattoos.
- Wear runners/sports shoes at all times, keep jewelry 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.
- Will not possess or smoke cigarettes or vape at school or in transit between school or home or otherwise while wearing school uniform.
- Take pride in our effort to produce independent work without plagiarism, collusion, or cheating.
- Acknowledge that inappropriate behaviour will be managed under the College Student Discipline Policy, which endorses a Restorative Practices approach.
- Acknowledge the adoption of a Restorative Practices approach by SEDA College.

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(b) Community Days / Clinics

When representing SEDA College on Community Days, we:

- Ensure that support and respect are given to all children, empowering them to be safe and as happy as possible. We will also respect community members, 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 Wellbeing 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/guardian are responded to quickly, fairly, and transparently via the *Concerns, Complaints & Grievances Policy – Students*.
- Ensure mobile phones are not used during clinic/community days unless prior approval is granted by the teacher. This includes not taking any photographs during events unless prior approval is granted.
- Always use appropriate language when communicating with community members. We show respect to all community members and refrain from making derogatory remarks, inappropriate statements, or offensive comments
- Wear SEDA College caps during Primary School clinics during Terms 1 & 4.

(c) 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. We will avoid using derogatory or offensive language, including but not limited to discrimination, harassment, or bullying based on race, gender, religion, disability, or any other characteristic.
- Treat all others with respect, kindness and empathy 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.
  - Student Disability and Special Needs Policy.
  - Safe use of ICT Policy.
  - Child Safety and Wellbeing Policy.
  - Cheating and Plagiarism Policy.
  - Attendance Policy.

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(d) 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.

(e) 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.

(f) 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.

## 5. Referenced Documents

This Student Code of Conduct is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- Anti-Discrimination and Bullying (including Cyber) Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety and Wellbeing Policy
- Student Disability and Special Needs Policy
- Student Inclusion and Diversity Policy
- Student Wellbeing Policy
- Privacy Policy
- Safe Use of ICT Policy
- Cheating and Plagiarism Policy
- Attendance Policy
- Concerns, Complaints and Grievances Policy – Students
- Student Discipline Policy

## 6. Policy History

| Version | Code (Policy) Owner | Approval Date | Effective Date | Summary of Changes  |
|---------|---------------------|---------------|----------------|---|
| V1      | Principal           | 17/01/2020    | 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           | 9/12/2020     | 9/12/20        | No changes made.  |
| V3      | Principal           | 14/05/2021    | 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.   |
| V4      | Principal           | 01/07/2022    | 01/07/2022     | Updated to new template, letterhead, and font type. Added Policy numbering. Updated to reference new Child Safety and Wellbeing Policy and included referenced documents section.   |
| V4      | Principal           | 15/12/2022    | 15/12/2022     | Policy Reviewed for new year, no changes made.  |
| V5      | Principal           | 20/10/2023    | 20/10/2023     | Added to 'General Expectations' references to health, safety, and overall well-being, respecting staff authority and use of cigarettes and vapes. Minor refinements in the wording of the policy content.   |

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