

Community Code of Conduct

CONTEXT

As a Catholic boys boarding school in the Jesuit tradition, Saint Ignatius' College Riverview seeks to promote the spiritual, academic, social, physical and experiential growth of members of the community.

The educational program at the College is dedicated to the integral formation of the human person. It aims to enable all to reach their full potential, immersed in an environment that aspires to Human Excellence and the promotion of a faith that does justice.

The purpose of the College policies and procedures is to provide a framework which ensures that the safety, individual care (*cura personalis*) and wellbeing of each person is paramount.

PRINCIPLES

Saint Ignatius' College Riverview (the College) is committed to developing and promoting a strong sense of Christian community which values integrity, justice, service, responsibility, discernment and conscience. The College believes all people have the potential to be respectful members of the College Community, and all members of the College community should treat each other with respect and dignity and hold a positive attitude to all relationships.

The Community Code of Conduct is intended to build positive relationships within the College and outlines clear principles regarding expected behaviour of all members of the College Community both in the school environment and when attending any event or activity relating to the College where the College is represented. All members of the community are requested to appreciate the College Community Code of Conduct, to understand their rights and responsibilities to conduct themselves appropriately and to respect the rights of others. Should there be grievances about decisions or actions taken by the College or members of staff the appropriate lines of communication are expected to be respectfully followed.

This Code of Conduct also outlines action that may be taken should any member of the College Community not comply, whether those persons are on the College property or in transit to/from or at another location for the purpose of any College authorised events or activities.

COLLEGE POLICIES

The Community Code of Conduct applies to all members of the Saint Ignatius' College Riverview Community. Therefore, all students, parents, guardians, relatives, friends, supporters, carers, and alumni are obliged to understand and commit to the principles of this Code of Conduct whether they are on the College grounds or not.

Members of the College Community are also required to support and uphold the Policies, Procedures and Guidelines of the College, particularly:

- / Child Safeguarding Policy
- / Student Code of Conduct
- / Complaints Handling Policy
- / Sport and CoCurriculum Policy
- / Student Acceptable Use of Technology
- / Student Alcohol and Drug Policy
- / Student Bullying, Harassment and Discrimination Policy

CODE OF BEHAVIOUR

In summary, all members of the College Community are expected to behave with respect, courtesy, and civility, and, in a manner emblematic of the Catholic and Ignatian tradition the College is founded on with the goal of building community. Specifically:

<p>The College:</p>	<ul style="list-style-type: none"> / has a responsibility to each individual within it, and each individual is responsible to the College Community / is determined that all its dealings be just and fair / must be a place where children feel safe and child safety and protection is a shared community responsibility / expects all members of the College community to support the educational ethos and values of the College / does not accept anti-social nor discriminatory behaviour or language, bullying, defamation, gossip, intimidation, abuse nor aggression of any kind from, or towards any member of the College Community / believes relationship restoration to be the goal in dealing with conflict, difference or grievance, and therefore expects concerns to be resolved promptly and constructively with respect, civility and dignity through the appropriate channels
<p>Members of the College Community including parents are required to:</p>	<ul style="list-style-type: none"> / actively support and model the principles of Catholic Social Teaching and promote Ignatian principles of generosity, gratitude, community and hospitality to visitors and more permanent members of the College Community alike

- / uphold the College values and in so doing demonstrate courtesy, honesty, integrity and respect
- / behave responsibly, respectfully and appropriately in all aspects of the the life of the College and towards all members of the College community
- / work with the College to deal promptly with areas of concern, and seek assistance, if necessary, from staff to resolve conflict in a peaceful and restorative manner
- / use technology and social media appropriately. No person may record in any capacity - audio, video or digitally - any individual, interview or meeting with a member of staff or any other member of the College community whether in person or virtually, without their explicit consent
- / respect the College is a smoke,vape and illicit item free area. All persons must not be in possession of, use, nor provide others with:
 - / illicit substances, including illegal drugs, vapes and prescription medications except for the intended medical purpose
 - / any object (whether as a weapon or otherwise) to threaten or intimidate any other person or cause injury to any person by the use of such object
 - / alcohol on the College grounds unless attending a College approved function/event at which the College has approved the provision of alcohol. Where alcohol is supplied at a College approved function/event, whether held on campus or externally, it is to only be served responsibly, in accordance with the liquor licensing law

ATTENDANCE ON THE COLLEGE GROUNDS

During school hours any person on the College grounds, including all members of the College community - parents, students, alumni and contractors, as well as visitors are required to sign in through the appropriate systems.

The only exception to this requirement are staff employed by the College; and any College Board, Foundation Board and associated Committee members when attending in their capacity as a Board member.

Out of school hours access to the College grounds is by invitation only or for education, co-curricular or employment purposes. The College Boarding House, classrooms, venues and facilities may not be accessed by any person, except for staff authorised to do so, without good reason and prior permission.

Local neighbours of the College are welcomed to enjoy the College grounds in a responsible manner out of school term when no students are on campus. Signage indicating the College grounds are OPEN will be displayed at the entrance to the College. Community access provisions are detailed in Appendix 1.

Parents

- / In the Senior School parents are required to sign-on at the Senior School Reception and wait in the Reception area to be escorted to their respective meetings.
- / Parents attending Regis for any reason must always sign in at Regis Reception and wait for direction; parents volunteering in Regis classrooms may proceed to the classroom once they have signed in.
- / Parents wishing to have a formal meeting with a member of Staff are asked to make an appointment, except in an emergency. Members of Staff have many obligations during the school day and may not always be available due to other commitments.
- / Parents may not enter the Boarding House, unless accompanied by Boarding House staff, and only by prior arrangement with the Director of Boarding or Head of Division.

ROLES AND RESPONSIBILITIES

Specific responsibilities may be attributed to certain sections of the College Community, as indicated below -

College Community

When any staff, parent, carer, alumni or other member of the College Community invites another person - relative, friend, support, carer or otherwise - to an official College co-curricular or social activity they are responsible for that person and are required to ensure the person/s also acts in a manner consistent with this Community Code of Conduct.

Parents and Students	Parents/Guardians and students of the College must also comply with further obligations of enrolment as outlined in the College Enrolment Contract. In signing the Enrolment Contract with the College parents/guardians agree to themselves and their child being bound by the College Community Code of Conduct.
Members of Staff	Employees of the College have further obligations to comply with the College Staff Code of Conduct and professional standards of conduct outlined in the Code of Conduct of the Australian Province of the Society of Jesus.
College Board, Foundation Board and associated Committee members	Members of the College Board have further obligations to comply with the College Board Code of Conduct and professional standards of conduct outlined in the Code of Conduct of the Australian Province of the Society of Jesus.
Volunteers	Volunteers of the College have further obligations to comply with the standards of conduct outlined in the Code of Conduct of the Australian Province of the Society of Jesus.
General Public	<p>Those hiring the College’s facilities and invitees of the College, must adhere to this code while onsite and / or using the College facilities.</p> <p>Neighbours or visitors using the College grounds under given conditions must comply with all signage and directions for use.</p>

PARENTAL ROLE

The College appreciates the support parents and carers give to the College, and acknowledges and celebrates parents, families and carers as the foundational educators of their child. Between Years 5 and 12, parents and carers continue to play an essential role in the education of their children in partnership with the College. Therefore, all parents and carers have a responsibility to support the efforts of the College by sharing in the College values and mission, and maintaining a positive, growth-enhancing and respectful environment for all members of the College Community.

Parents and Carers are required to:

Support the Values and Ethos of the College by:

- / familiarising themselves with, and complying with the Community Code of Conduct, Enrolment Contract and other relevant College Policies, and ensure their children do the same
- / modelling appropriate behaviours for their children to learn from and conducting themselves with integrity
- / responding to all College communications when requested to do so by the College (e.g. by completing forms and providing permissions in a timely manner)
- / showing an active but non-invasive interest in their child's school work and progress
- / being aware and supportive of regulations enforced by the NSW Education Standards Authority in relation to attendance, application and achievement of outcomes prescribed in the NSW Syllabus documentation
- / encouraging and assisting their children in maintaining the highest standards of behaviour and personal presentation, and to actively participate in all aspects of the life of the College
- / remaining objective when advocating for their child and supporting the College staff in their efforts to investigate and resolve matters by being responsive, cooperative, providing information and attending meetings when required
- / appreciating the College is a complex learning environment involving countless interactions among individuals in communal relationship and therefore understanding the perspective of one individual in any interaction is just one version of the truth
- / raising grievances directly with the College through the appropriate channels, and in a timely manner
- / keeping the College informed about their child's needs, including but not limited to their behavioural, educational, personal, physical, and medical or mental health needs. This includes providing updated:
 - / medical and mental health information. However, parents need to also appreciate that while the College will take into account any new information, and comply

	<p>with its legal obligations, the College cannot necessarily accommodate every need</p> <ul style="list-style-type: none"> / family developments and other like information as it becomes available / parenting arrangements, including any court orders and Apprehended Violence Orders (AVOs) that may be in place. However, parents should not involve the College in parenting disputes, or expect the College to act as the go-between for estranged parents
<p>Behave Responsibly, Respectfully and Appropriately by:</p>	<ul style="list-style-type: none"> / demonstrating courtesy, honesty, integrity and respect in all interactions with any member of the College. In so doing all interactions between parents and the College will avoid involving in either words, tone or body language, the following behaviours outlined in this non-exhaustive list: <ul style="list-style-type: none"> / rude or insulting behaviour, including passive-aggressive, intimidating or derogatory language / bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse. Please note that in addition to being a breach of this Code, such behaviour may also be unlawful / actual or threatened aggression (verbal or non-verbal) or violence / behaviour that causes a risk to a person’s health and wellbeing / defamatory or disrespectful comments / gossip, rumour, and innuendo / raising one’s voice, or using offensive language or actions, while communicating / age-inappropriate language when communicating with or about children / vexatious complaints / respecting the College’s risk-management procedures when visiting the College. Parents should: <ul style="list-style-type: none"> / immediately proceed to Reception upon arrival to sign-in during school hours and should only enter a

	<p>classroom or other student environment when invited to do so by a staff member.</p> <ul style="list-style-type: none"> / comply with the College requirements, government legislation and applicable workplace health and safety regulations including but not limited to: <ul style="list-style-type: none"> ▪ road signage, traffic management systems and parking restrictions ▪ capital works safety measures ▪ health and infection control measures ▪ appropriate dress and footwear ▪ alcohol, vaping, smoking and use or possession of illicit substances / comply with any reasonable direction given by the College's staff / ensure all interactions and any physical contact with a student is appropriate / demonstrate respect, good sporting conduct and fair play when attending the College's co-curricular activities and events
<p>Use Technology and Social Media Appropriately by:</p>	<ul style="list-style-type: none"> / respecting a staff member's professional and personal boundaries, by not using their personal online presence to raise College matters (or otherwise engage in disrespectful behaviour) / not recording, either audio, video or virtual, any meeting or interview with any member of staff or the College community without direct and explicit consent; to do otherwise may be a breach of the NSW Surveillance Devices Act 2007 and a criminal offence / not taking photos, videos or other recordings of a staff member or parent without their consent, or of a student without their parent's consent, and not publish information (including personal details, contact information, images and recordings) concerning a staff member, parent, student or other member of the College community online without express consent. / avoiding publishing information which may bring the College (or any of its staff, students, parents and other members of the College community) into disrepute. This may include an

	<p>image or recording which shows a student in the College uniform or a member of the College community either at the College or a College activity or event, behaving inappropriately</p> <ul style="list-style-type: none"> / not communicating with students from another family, including by email or on social media, without prior consent from that student's parent(s). / not discussing confidential or sensitive College matters of any kind, including in relation to grievances about a particular staff member or student, online. / officially obtaining permission before using the College's name or insignia in the title of any online website, forum or group, or printed or online publication. In addition, no suggestion should be made that any such platform or material is operated or sanctioned by the College.
<p>Work with the College to Deal Promptly with Areas of Concern by:</p>	<ul style="list-style-type: none"> / utilising the appropriate lines of communication for any grievances regarding decisions made or actions taken by members of staff or the College. These procedures are outlined below and also detailed in the Complaints Handling Policy / raising genuine grievances about such matters in an appropriate, constructive, respectful and timely manner with the utmost care for the dignity of other / taking care with their tone, volume, vocabulary and body language when communicating with another family and / or their child, a teacher or member of the College staff or community / respecting that while the College will always take into account the interests of the parent's child, the College must ultimately make decisions that take into account the interests of all students (and others who may be affected by the College's decisions). / recognising that just as the College will seek to respect each student's privacy, the College will also respect the privacy of other members of the College community. This means there are limits to what information the College will share with a parent when issues arise - this does not mean that the College

is not taking the issue or situation seriously, nor hiding information from a parent.

CORRESPONDENCE AND ADDRESSING COMPLAINTS

A complaint is an expression of dissatisfaction made to the College about an educational and/or operational matter relating to services provided by the College or the behaviour or decisions of a staff member, student, parent, contractor or volunteer, including misconduct. Complaints may be made by any member of the College community.

All members of the College community are strongly encouraged to maintain respectful and collaborative working relationships and quickly address any misunderstandings should they arise. However, the College recognises a person may feel aggrieved in the course of their engagement with the College or feel that a situation cannot be addressed informally and believe that the situation is serious enough to warrant formal complaint. The College is committed to resolving all complaints in a fair, transparent and consistent manner.

Further detail is contained in the Complaints Handling Policy and Procedures available on the College website.

VOLUNTEERS

The College recognises the important role parents and volunteers play in supporting the education of children.

The College is committed to creating and maintaining a community environment that is safe, positive, enriching and supportive. The College takes seriously our responsibility and obligations to ensure all who work alongside our students in a volunteering capacity are committed to safeguarding children and young people from abuse and neglect.

The following section of the code of conduct is to provide guidance to parents, carers or volunteers who work within classrooms or assist with any school activities.

Volunteer Roles

Volunteers at the College fall into two categories –

1. ongoing and long-term volunteers who may or may not interact directly with the students.
2. one-off, short-term volunteers and those who have no direct interaction with students.

All volunteers must familiarise themselves with the Australian Province Code of Conduct.

<p>Ongoing, Direct Contact Volunteers</p>	<p>All volunteers in an ongoing capacity, over a period of time are required to submit an online application form to register with the College. This application requires:</p> <ul style="list-style-type: none"> / Working with Children Check. / Name and contact details of two referees / Completion of the Australian Province Code of Conduct Training / 100 points ID check
<p>Short-term, Indirect Contact Volunteers</p>	<p>All short-term or one-off volunteers who do not have a Working with Children Check number must:</p> <ul style="list-style-type: none"> / be supervised by a College Staff member at all times / register their attendance and contact details with the supervising Staff member
<p>Volunteer Responsibilities</p>	<ul style="list-style-type: none"> / All volunteers must sign in at the College Reception during school hours. / All information learnt or gained from working within the College is confidential. It must not be discussed with other parents or members of the community. Any information which needs to be shared, should only be shared with the Head of House, supervising teacher or coach of the student/s concerned. / Should a volunteer have questions or concerns based upon something they have seen, they are required to address these concerns to the supervising teacher, coach, Sports Program Coordinator, Head of House or Head of Faculty. Questions and concerns should not be asked to other parents or staff members who are not part of the class, group or team. / Treating all community members, including students with respect and courtesy is essential when undertaking volunteer work. / Parents and volunteers should support the policies and procedures of the school whilst working in the College. The directions of staff need to be followed and supported at all times.

CO-CURRICULAR ACTIVITIES

Saint Ignatius' College Riverview students are involved in co-curricular activities:

- / to develop their God-given talents
- / to develop a healthy lifestyle
- / to learn teamwork, and
- / for their enjoyment - not "to win at all costs"

When attending co-curricular activities all members of the College Community are expected to:

- / observe Codes of Behaviour in sports promulgated by the AAGPS or other associations in which the College competes
- / never publicly question the referee's or official's judgement, integrity or honesty
- / not to approach a referee or game official at any stage during or immediately after an event, except to convey appreciation.

Fair and Respectful Sporting Behaviour

All Saint Ignatius' College Riverview students are to be known for good sportsmanship where:

- / Fairness is a central value
- / Applause for good play is expected
- / Physical or verbal abuse and ridicule have no place

College student competitors are expected to:

- / Abide by the rules
- / Support a culture that aims 'to win with humility, and to accept loss with dignity'

The generosity of volunteer coaches, managers and officials is to be acknowledged in the spirit of Ignatian gratitude.

Spectator Behaviour

Both players and spectators, including students, their families and visitors are to conduct themselves appropriately and exhibit good behaviour.

Cheering and approved war-cries by spectators are to only be positive, respectful and not encourage violence or play outside the spirit of a sport. Further, chants should not be derogatory in nature nor targeted at the opposition

BREACHES OF THE COMMUNITY CODE OF CONDUCT

Breaching the Community Code of Conduct is a serious matter and the consequences to a member of the College Community will be as determined by the Principal or Principal's delegate.

Consequences

The College may:

- / ban any member of the College Community from being on the College grounds in general
- / ban any member of the College Community from attending any co-curricular activity
- / direct that any parent may only communicate with one or more staff members through a nominated College representative

In the case of extreme or prolonged breach of the Community Code of Conduct by a parent, the College may terminate the enrolment of the child/ren of that parent.

Students in breach of the code will be subject to the consequences outlined in the College Pastoral Care and Behaviour Management Policy.

The College may take any other steps within its responsible discretion to determine an appropriate response according to the nature of the breach.

FURTHER INFORMATION

For further information or assistance about the contents of this document please contact the Deputy Principal Students, Dean of Students, Deputy Principal Teaching and Learning, Dean of Teaching and Learning or the Chief Risk Officer.

Accountabilities				
Responsible Officer	Principal			
Contact Officer	Chief Risk Officer			
Supporting Information				
Relevant Legislation	<p>This Policy supports the College’s compliance with the following legislation and instruments:</p> <ul style="list-style-type: none"> / Children and Young Persons (Care and Protection) Act 1998 (“Care and Protection Act”) / Child Protection (Working with Children) Act 2012 (“WWC Act”) / Children’s Guardian Act 2019 (“Children’s Guardian Act”) / Crimes Act 1990 (“Crimes Act”) 			
Relevant Documents	Appendix 1 - Community Access Provisions			
Relevant College Policies	<p>The following policies of the College must be considered in relation to:</p> <ul style="list-style-type: none"> / Child Safeguarding Policy / Student Code of Conduct / Complaints Handling Policy / Sport and CoCurriculum Policy / Student Acceptable Use of Technology / Student Alcohol and Drug Policy / Student Bullying, Harassment and Discrimination Policy 			
Related Procedures	/ Complaints Handling Procedures			
Superseded Documents	Nil			
Definitions and Acronyms				
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified

1.0	Chief Risk Officer		18/01/2023	NA
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Appendix 1.

The following is a framework of use that can be made at those times when boarding students are not in residence:

Area	Comment
Walkways and ovals for light recreational use	In accord with exercise and use that respects the local residents and environmental surrounds.
Grounds for walking dogs	Dogs must be on lead and any dog droppings must be removed and disposed of in accord with proper environmental practice. Dogs are not permitted on ovals.
Walking tracks adjacent to the Lane Cove River	Walking tracks are accessible by the Community at all times. Dogs must be kept on leads and dog droppings must be removed and disposed of in accord with proper environmental practice. Walkers are required to keep to the tracks and not access other College buildings or grounds.
Basketball courts (Regis and Senior Campus)	Hoops and backboards must not be used for 'slam dunking' practice, portable music devices must be used in a way that does not disrupt school personnel or operations and litter needs to be properly disposed of.

Weddings, Baptisms,
Funerals, Sunday Mass

By prior approval of the College Rector.

Baptisms and weddings can take place outside of ordinary school hours by approval of the College Rector.

Funerals may be considered during school hours, by approval of the College Rector.

Tennis Courts

No access on a casual basis.

Grass Cricket Nets (1B)

No access on a casual basis.

Mountain Bike Track

No access.

Ferry Wharf / Rowing
Pontoon

No fishing on the wharf or the pontoon.

Access to the Ferry Wharf for scheduled ferry travel is permitted at all times. Ferry users are not to access other areas of College grounds if using this service during term time.

Farm

No access.

Any facilities that are locked, for example pavilions, toilet blocks, are not available for use on a casual basis.

The local Community are not to enter the building precinct nor to have access to facilities contingent to the built-up area of the College.

The grounds will be closed to local community access for New Years and New Year's Day. The College reserves the right to close the College grounds on an as required basis and without consultation with the local Community.