College Code of Conduct

Aitken College promotes values that are in keeping with the Christian foundation and ethos of the College and its Vision, Mission and Aims.

At Aitken College staff, students, parents, carers and visitors have a right to be treated with courtesy and dignity and to participate in a College community that is safe, secure, supportive and free from bullying, harassment, discrimination and violence.

As staff members, we model behaviours which recognise the equality of colleagues, students and parents with whom we interact. Our language and actions should be encouraging and sensitive, manifesting in outcomes that will not demean or lessen the value of those with whom we work. As teachers on staff, we recognise the power we have in the classroom and will not use this to intimidate or diminish the life experience of those we teach, despite the difficulties which we can expect in any relationships. Teaching staff are also strictly bound by the VIT Code of Conduct (available on www.vit.vic.edu.au) and other professionals at the College are bound by the Code of Conduct pertaining to their industry, such as, Accountancy, Psychology, Chaplaincy etc…

As students, we acknowledge the role our teachers play in our education and will respect the guidance and boundaries they set for us. Our language and actions should be respectful of all whom we encounter at Aitken College, including our peers who may express different views and beliefs.

As parents, we acknowledge the important role which Aitken College plays in the lives of our families. We accept that as part of the positive role-modelling to our children we must deal respectfully with all teachers and staff and other parents and their families. We should act and speak in a manner which does not demean others, but rather holds the College in the highest regard, and seeks to support its ethos and vision.

Our Standards of Behaviour

This policy applies to all employees, contractors, vendors, Board members, students, parents, carers, families, relatives, visitors and invitees of Aitken College who, for the purposes of this policy, are considered members of the Aitken College Community who must:

- Comply with Child Safety laws.
- Accept that the use of swearing, derogatory terms, sexual jokes, innuendo and other inappropriate language in the College environment, including on social media platforms, will not be tolerated.
- Respect diversity in people, their ideas and opinions and treat others fairly, regardless of their race, place of origin, colour, ethnicity, religion, gender, sexual orientation, age or disability, including on social media platforms.
- Stand against racism and discrimination, promote equity and justice, and ensure a safe, valued, and respectful environment for all. This includes promptly reporting any instances of racism or racially motivated behaviour within our community.

- Not use social media to vent grievances, especially to the extent of teacher targeted bullying and harassment
- Staff treat each other with courtesy and respect, value each other's input, share expertise and knowledge and provide support.
- Respect the legal and moral rights of others and treat them with dignity, civility and respect, always, especially when there is a disagreement, including on social media platforms.
- Ensure that relationships with students are strictly professional and objective and in accordance with appropriate roles, avoiding favouritism, special treatment or discrimination. This applies both on and off the College premises.
- Show proper care and regard for College property and the property of others.
- Acknowledge and affirm success in individual and College achievement.
- Staff members must value the profession for which they have been employed and set and maintain high standards of competence. This includes complying with the legal requirements that pertain to the profession.
- Ensure that their personal behaviour does not encourage or contribute to the poor conduct of others.
- Ensure that the integrity of confidential, private and sensitive information is maintained at all times.

Aitken College Community members must not:

- Use any object to threaten, intimidate or injure any other person.
- Verbally abuse, threaten or inflict bodily harm on any other person by any physical aggression or encourage others to do so.
- Be under the influence of alcohol, or be in possession of, under the influence of or provide others with illegal drugs.

All members of the Aitken College Community must comply with College rules and regulations, including:

- Smoking or vaping are not permitted on the premises at any time.
- Traffic safety and car parking rules.
- All visitors, including parents, must report to Reception when entering the College (except during drop-off and pick-up periods).
- Encouraging to abide by the rules.

Co-curricular activities

- Students should be encouraged that participation, effort and enjoyment are as important as victory, so that results are accepted without undue disappointment.
- Spectators and audience should applaud effort and participation as much as achievement and success.
- Do not publicly question a coach or referee's decision or honesty.
- Ensure that appropriate respect and language are displayed at all times.
- Encourage students to be resilient when faced with disappointment.

Parental Support and Communication

Parents and carers play an important role in the education of their children and have a responsibility to support the efforts of the College in maintaining a safe and respectful learning environment for all students. They do this by:

- Working collaboratively and communicating regularly with the College.
- Ensuring that their child is neat, dressed and groomed correctly for class each day.
- Ensuring that their child attends College regularly and punctually and that absence is reported promptly.
- Taking an active interest in their child's academic progress and homework and following up concerns when raised by teachers.
- Supporting the College in disciplinary matters.
- Disclosing fully and accurately any information required by the College in the enrolment process and committing to update this as required.
- Accepting that teachers and other staff may not be immediately available (especially at peak times) but will respond as soon as possible to communicated concerns and requests to meet.
- Attending parent information nights, parent-teacher interviews and Presentation Night.
- Not approaching students from other families with concerns about behaviour or friendship issues. It is not appropriate to discipline another parent's child on College grounds.

For more information, parents are encouraged to refer to the College Parent Code of Conduct available on My Aitken.

The College's key commitments to our students and their parents are to:

- Act professionally, respectfully, honestly and fairly in our relationships with students and their parents/caregivers
- Be positive role models by respecting the law, maintaining confidentiality and being mindful of actions
- Work collaboratively with student families
- Treat learners with courtesy and dignity, and promote participation and empowerment
- Provide services to the standards that have been agreed
- Take all reasonable steps to ensure the safety of services we provide
- Not engage in bribery or corruption in relation to our students or their parents.

The College's key commitments to our suppliers and contractors are to:

- Act honestly and fairly in our relationships
- Not engage in bribery or corruption
- Encourage suppliers and contractors to abide by the principles of our Code of Conduct
- Endeavour to procure goods and services from those organisations demonstrating good ethical practice.

Aitken College's key commitments to our community and the environment include:

- Contributing to making the communities, in which the College operates, better places to live and do business
- Being sensitive to local communities' cultural, social and economic needs
- Endeavouring to support ethical trade in our purchasing practices
- Protecting the environment in terms of the College's use of resources and minimisation of waste and pollution.

A breach of this policy will be dealt with by the appropriate Assistant Principal or Deputy Principal. If the matter cannot be resolved it is then referred to the Principal who will make a final determination.

Implementation

All Aitken College board members and managers are responsible for promoting compliance with this Code of Conduct and monitoring its applicability and effectiveness. The Principal will report to the Governance and Risk Committee so they can review the effectiveness of the Code of Conduct on an annual basis.

This Code of Conduct is available on the Aitken College's Learning Management System (AIMS). It is also available to the College community though the College's public website. All employees are required to read and understand this Code of Conduct as part of their induction process.

Ethical awareness will be maintained by regular training sessions, and where necessary, workshops in which relevant issues will be discussed.

Consequences for breaking the Code of Conduct may include one or more of the following:

- Commencement of the Aitken College grievance procedure
- The College may ask that a person leaves the premises or may ban a person from being on school premises.
- A parent may be directed to only communicate with College staff through a designated senior staff member
- Serious or prolonged inappropriate conduct may result in the termination of an enrolment
- Termination of employment
- Serious behaviour or criminal offence may involve the Police.

From June 2022, Principals will also be able to issue School Community Safety Orders prohibiting people from:

- Entering or remaining on school premises
- Engaging in inappropriate conduct
- Engaging in threatening or abuse communication with staff members, including through social media and other channels.

This not only applies to school premises, but also extends to any place where school activity is taking place (e.g. on school camp, at swimming carnival) and any area within 25 metres of that place.

If you wish to discuss this policy or provide feedback, please email admin@aitkencollege.edu.au.

Revision History

Version	Date	Reviewed by (name)	Position/Title	Approved by
1	17/04/2018	Kim Forward	Deputy Principal	Deputy Principal
2	23/05/2019	Amy Schembri	Compliance Manager	
3	06/02/2020	Amy Schembri	Compliance Manager	College Board
	24/02/2020	College Board		
3.1	10/03/2021	Kim Forward	Deputy Principal	College Board
4	20/05/2021	Josie Crisara College Board	Principal	College Board
5	03/03/2022	Amy Schembri	Compliance Manager	
6	11/05/2022	Amy Schembri	Compliance Manager	
7	17/08/2022	Amy Schembri	Compliance Manager	
	10/07/2023	College Board		
8	27/03/2024	Kim Forward Amy Schembri Merjam Mujkanovic	Deputy Principal Compliance Manager Deputy Head of Secondary (Culture)	Deputy Principal
9	31/05/2024	Amy Schembri Governance and Risk Committee	Compliance Manager	College Board
	08/07/2024	College Board		
10	02/05/2025	Josie Crisara	Principal	College Board
11	15/05/2026	Josie Crisara	Principal	College Board