



# Community Code of Conduct

## PURPOSE

At Ballarat Grammar (School), strong partnerships between the School and our School Community are essential in shaping students' character and learning.

The purpose of the Community Code of Conduct (Code) is to set out the minimum conduct expectations for all parents, guardians, carers, volunteers, contractors, and all other visitors to Ballarat Grammar facilities, functions and events (collectively and individually referred to as the School Community).

## SCOPE

The Code is designed to support positive, respectful and safe relationships between all stakeholders.

The Code outlines the standards of behaviour expected of the School Community and the consequences of not meeting these standards.

In line with the Conditions of Enrolment, the Code commits the School Community to upholding the School's values and supporting its decisions and educational processes for their child/ren. **The Code highlights the important role that the School Community plays in assisting the School in maintaining a safe and respectful workplace for School staff. Consequently, behaviour by members of the School Community that undermines any statutory obligation of the School will not be tolerated.**

The School Community is required to comply with the Code at all times.

## STUDENT SAFETY

Ballarat Grammar has a zero tolerance of child abuse in any form. The care, safety and wellbeing of children and young people is a central and fundamental responsibility of the School Community, and the School Community has a shared duty of care to protect the safety, health and wellbeing of all children in their care.

All allegations and safety concerns will be treated seriously and will be consistent with Ballarat Grammar's child safety and wellbeing strategies, policies and procedures. Ballarat Grammar is resolutely committed to embedding a child safe culture and providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives, in all settings.

## COMMITMENT TO PROTECTING DIVERSITY

Ballarat Grammar values its diverse population. Our population includes students with disabilities, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

The School Community is reminded of its responsibilities to ensure that Ballarat Grammar remains a safe place for diverse community members. Ballarat Grammar will not tolerate any racist, bullying or discriminatory practices, by staff, students and the School Community.

In addition to being a breach of this Code, bullying, racist or discriminatory behaviour may also be unlawful.

## APPLICATION

The Code applies to the School Community whenever their actions relate to:

- Student enrolments,
- School activities or property,
- School events,
- Interactions with the School, its staff or its community, or
- At times when any behaviour may impact the School, its Board or staff, or its reputation.

By signing the Conditions of Enrolment, parents/guardians agree to comply with this Code.





Although step-parents, relatives, friends, direct and indirect contact volunteers, contractors, supporters and carers of students at the School may not be a party to the Conditions of Enrolment, Ballarat Grammar expects that these people as wider members of the School Community, will adhere to this Code, and apply it to their interactions when engaging with the School or others in the School Community in any capacity.

## **ROLE OF PARENTS AND GUARDIANS**

Parents/Guardians play an important role in the education of their child/ren.

Without limitation, Ballarat Grammar requires parents/guardians to:

- Provide full and accurate information about their child's health, disability, learning, behavioural or mental health needs at enrolment and update the school promptly if circumstances change.

*Failure to disclose relevant information may affect the school's ability to support the student and may impact enrolment.*

- Show an active but non-invasive interest in their child's schoolwork and progress.
- Support the professional judgement and decisions of the School and its staff in matters relating to (but limited to) education, student wellbeing, discipline and school operations.
- Ensure that their child/ren attends school regularly and punctually. Parents/guardians must promptly report any absence, late arrival or change in the arrangements for attendance/collection from school as soon as reasonably practicable.
- Ensure their child/ren are well-groomed, appropriately dressed in the correct school uniform, and prepared for school, including but not limited to the provision of relevant learning materials, bags, and attend school with any food and drink that they need throughout the day, including afterschool snacks.
- Ensure their child/ren is not on school premises outside of the "hours of supervision" (refer to each School's guidelines) unless otherwise arranged (e.g. waiting for school gates to open, school camps, excursions, functions, scheduled class).
- Support the School with the handling of concerns and/or disciplinary matters, including the School's disciplinary process and decisions made by staff, regarding matters involving their child/ren while at school.
- Handle all matters of discipline involving their child/ren's behaviour outside of school hours, and if the behaviour may impact the school day, report the issue through the appropriate channels as soon as reasonably practicable. If the behaviour impacts the school day, the School may intervene as required and parents and guardians are expected to assist the School enforce any disciplinary outcomes as deemed appropriate by the School.

## **COMMUNITY CODE OF CONDUCT**

Applicable to the School Community being all parents, guardians, carers, volunteers, contractors, and all other visitors to Ballarat Grammar facilities, functions and events.

## **EXPECTED BEHAVIOURS**

Ballarat Grammar expects, without limitation, the School Community will:

- Uphold and support the School Values of *aspiration, compassion, courage, hope, integrity, and responsibility*.
- Support and respect the School's ethos and practices as an Anglican School.
- Be role models for responsible and safe behaviours at all times. Including ensuring the health and safety of all members of the Ballarat Grammar community (including staff, students, School Community members and alumni) and the wider community. Parents/guardians are expected to ensure that other individuals involved in their child's life, such as other relatives and carers, also comply with this Code.





- Assist their child/ren to model the School's values and to adhere to the School's expectations of behaviour outlined in the School's policies and this Code of Conduct when interacting with the School Community whether during or outside of school hours.
- Adhere to and respect the School's policies and procedures.

*Please ensure you are familiar with all relevant school policies and procedures, which can be found on the policy and procedures page on the School's intranet Nexus or on the School's website.*

- Show respect and consideration in interactions with staff and other members of the School Community.
- Maintain and respect the privacy and individual circumstances of others.
- Communicate in a constructive and considerate manner in all interactions.
- Respect School property and the property of others.
- Comply with any reasonable directions given by the School's staff (including complying with all traffic rules and any School traffic management system in place).
- Reinforce the learnings, advice and structures of Teaching and Support Staff.
- Maintain prompt, open and honest communication with staff on an "as needs" basis, including by scheduling meetings in advance, regarding matters of education, welfare and/or discipline affecting their child/ren. Parents/guardians are expected to inform the School if they have any concerns regarding their child/ren, or if there are any issues that the School should be made aware of.
- Respect the professional and personal lives of staff by following the School's communication pathways when raising concerns. Parents/guardians should not contact multiple staff members simultaneously regarding the same matter.
- Inform the Head of School, and / or the Senior Student Safeguarding Officer of any child safety matters or concerns they become aware of as, soon as reasonably practicable.
- Immediately inform (as a positive obligation) the Principal if at any time they have been placed on the Sex Offenders Registry in Victoria (or any similar registry in another state or territory).
- Parents/guardians are expected to keep the School informed about any changes to a child's parenting arrangements, including any court orders that may be in place. However, Parents/guardians should be aware that the School cannot be involved in parenting disputes and will not act as the "go-between" for estranged parents.
- Parents/guardians are expected to ensure that student leave requests for extended periods are submitted in timely manner, to the relevant Head of School. For approved extended student leave, there is no expectation of teachers to provide lesson materials while students are on extended leave (except for the typical Nexus materials applicable to Middle / Senior School). Parents/guardians are expected to ensure attendance levels are maintained.
- Recognise that gossip is damaging and avoiding unconstructive commentary (including criticism, uninformed rumour or speculation) with other members of the School Community, including online and on social media. School Community members must ensure that anything they say about others or the School is fair and true.

*There may be legal ramifications for publishing untrue information that defames another person in the School Community.*

## UNACCEPTABLE BEHAVIOURS

It is expected that in all communication and interactions, parents, guardians, visitors and all other members of the School Community, without limitation, **will not**:

- Engage in abusive, disrespectful, threatening, defamatory, denigrating or intimidating behaviour, either online or in-person, towards School staff, students or other members of the School Community.





*Please note that in addition to being a breach of this Code, such behaviour may also be unlawful.*

- Touch, handle, push or otherwise physically or sexually engage with students, children or others that is not appropriate and may endanger the health, safety and wellbeing of that person.

*Please note that in addition to being a breach of this Code, such behaviour may also be unlawful.*

- Confront or attempt to discipline a student who is not their child, unless they are attempting to restrain a student who is causing harm, or believes is an immediate risk of causing harm to themselves or others, and the member of the School Community has a reasonable basis to hold this belief.

- Engage in conduct that undermines the reputation, authority or leadership of the School.

- Use offensive or abusive language, including but not limited to racist, sexist or other forms of discriminatory taunts or slurs, raised voices, or offensive gestures, either online or in-person, towards School staff, students or other members of the School Community or broader community.

*Please note that in addition to being a breach of this Code, such behaviour may also be unlawful. Racism, racial discrimination, racial vilification and culturally unsafe behaviour will not be tolerated in any form. The School is committed to ensuring a culturally safe, inclusive and racism-free environment that respects and values Aboriginal and Torres Strait Islander peoples, cultures and identities, consistent with the School's Reconciliation Action Plan (RAP) commitments.*

- Engage in unreasonable and / or excessive communication with staff.
- Make audio or visual recordings of conversations, meetings or interactions.
- Engage in any form of bullying or harassment (including verbal, social/emotional, sexual, physical and/or cyber) of School staff, students or other members of the School Community, either online or in person.

*Please note that in addition to being a breach of this Code, such behaviour may also be unlawful.*

- Engage with School staff or students while inebriated, whether through alcohol or other illicit substances.
- Engage negatively with the School or its employees in face to face, digital, online or offline social situations, or any other form of communication, with interactions unrelated to a student's education or student safety matters.
- The School Community must not post, publish or share commentary about the School, its staff, students or other members of the community on social media or online forums in a manner that is derogatory, defamatory, misleading or harmful to the School or individuals.
- Publicly airing grievances related to the School or others in the School Community.
- Engage in gossip, rumour or innuendo, raising their voice, or using offensive language or actions, while communicating with the School, staff or others in the School Community.

## **BREACHES OF CODE OF CONDUCT**

As members of the School Community, parents, guardians and visitors are expected to uphold this Code at all times.

Breaches will be addressed by the Head of School, in collaboration with the Deputy Principal or Principal, as required.

The Principal will have absolute discretion for deciding how best to respond to concerns about an individual's compliance with the Code, including whether to investigate the alleged breach(es).

Actions taken may include, but are not limited to:





- Issuing a directive that the relevant conduct immediately cease;
- Issuing a warning about inappropriate conduct, outlining the breach and required improvement;
- Direction to cease inappropriate behaviour, including inappropriate communication with staff or other members of the community;
- Restrictions on how a parent / guardian may engage with the School (e.g. limiting communication to a single nominated point of contact);
- A direction to provide an apology to the affected person(s) of the breach;
- Limiting communication with School teachers or staff;
- A requirement that a Parent/guardian (or another relevant person) only communicate with a nominated School representative;
- Limiting, restricting or withdrawing access to the School grounds, functions and events (including as per the *Education and Training Reform Act (2006) – School Community Safety Orders*).

Repeated or serious breaches may result in referral to the Principal and could lead to the termination of enrolment of students.

Unlawful breaches will be reported to the Police or other relevant authorities.

The Principal will notify the Ballarat Grammar Board of investigations and outcomes under this Community Code of Conduct at the next scheduled meeting.

### FEEDBACK AND RAISING CONCERNS

Ballarat Grammar recognises that concerns will arise from time to time and can be helpful in enabling the continuous improvement of the School's procedures.

Concerns are to be raised, initially, directly with the Head of School and are not voiced elsewhere, such as on social media platforms, online or in-person social groups, or forums. If the Head of School is not available, or the concern relates to the Head of School, School Community members may then raise their concern with the Deputy Principal or the Principal.

Ballarat Grammar is committed to dealing with concerns raised pursuant to the Code thoroughly and fairly, and in a mutually respectful way. Ballarat Grammar will apply the School's **Complaints and Compliments Handling Policy** to any concern that is raised in respect to the Code and apply this policy to how the complaint or concerns is handled and resolved.

This policy can be found on the policy and procedures page on the School's website.

### REVIEW

Ballarat Grammar is committed to the continuous review and improvement of all its operations, including this code of conduct. It is the responsibility of the Principal to regularly monitor and review the effectiveness of this document and ensure it is working in practice and revise when required.

### GOVERNANCE DOCUMENT RESPONSIBILITIES AND COMMUNICATIONS

All documentation within the Governance Document Framework will be communicated throughout the School including, but not limited to, internal communications such as Nexus posts, staff emails, staff inductions and documentation distribution.

Document Owners are responsible for identifying and managing information-related risks and issues for their assigned information entities and for escalating these to Approval Authorities accordingly. Owners of Governance Documents are accountable for their respective procedures, manuals and work instructions in alignment with their position descriptions.





## Office Use Only

Document Control / History	
Document Code	COC-003 Community Code of Conduct
Approval Authority	Principal
Document Owner / Responsible Officer	Principal
Original Approval Date	June 2026
Current Version Date	June 2026
Review Cycle	Biennial (2)
Scheduled Review Date	June 2028
History	June 2026 – New CCoC introduced

Supporting Documents	
<ul style="list-style-type: none"> <li>CGS-005 Complaints and Compliments Policy and Procedure</li> <li>CEI-002 Volunteer Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>SSS-007 Student Safety and Risk Management Procedure</li> </ul>

Student Lifecycle / Pillars / Values / IDEALS / IB PYP Attributes					
Student Lifecycle	Student Lifecycle Subsection	Pillars	Values	IDEALS	IB PYP Attributes
<ul style="list-style-type: none"> <li>Student Recruitment</li> <li>Delivery of Education Programs</li> <li>Graduation &amp; Community</li> </ul>	<ul style="list-style-type: none"> <li>Marketing &amp; Advertising</li> <li>Enrolments &amp; Offers</li> <li>Finance</li> <li>Teaching &amp; Learning</li> <li>Assessment</li> <li>Experiences</li> <li>Careers / Work Experience</li> <li>Graduation</li> <li>Old Grammarians / Alumni</li> </ul>	<ul style="list-style-type: none"> <li>Governance &amp; Leadership</li> <li>Legislative &amp; Regulatory Compliance</li> <li>Complaints &amp; Compliments</li> <li>People &amp; Culture</li> <li>Finance</li> <li>Community Engagement / Foundation</li> <li>Property &amp; Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Integrity</li> <li>Aspiration</li> <li>Courage</li> <li>Compassion</li> <li>Responsibility</li> <li>Hope</li> </ul>	<ul style="list-style-type: none"> <li>Internationalism</li> <li>Democracy</li> <li>Environmentalism</li> <li>Adventure</li> <li>Leadership</li> <li>Service</li> </ul>	<ul style="list-style-type: none"> <li>Inquirers</li> <li>Knowledgeable</li> <li>Thinkers</li> <li>Communicators</li> <li>Principled</li> <li>Open Minded</li> <li>Caring</li> <li>Risk Takers</li> <li>Balanced</li> <li>Reflective</li> </ul>

Legislative Context
<ul style="list-style-type: none"> <li>Child Wellbeing and Safety Act 2005 (Vic)</li> <li>Education and Training Reform Act 2006</li> <li>Equal Opportunity Act 2010</li> <li>Occupational Health and Safety Act 2004</li> </ul>

