



## College Community Code of Conduct

<b>Board Policy 12.3</b>	First Issued	1 September 2020
	Last Review and Approved	8 September 2020
	Next Review Due	September 2022

### 1. Introduction

- 1.1. Citipointe Christian College promotes values that are in keeping with the Christian ethos of the school.<sup>1</sup>
- 1.2. Citipointe Christian College expects all community members to demonstrate love and respect in all areas of conduct and relationship. Jesus taught us to love God and to love our neighbours as ourselves. He gave instructions about the way people should treat each other, including “Do to others as you would have them do to you” (Luke 6:31). The apostle Paul said, “... encourage one another and build each other up ...” (1 Thessalonians 5:11) and that “our words and actions should always be edifying to others” (Eph 4: 29).
- 1.3. The Biblical principle that all scripture is God inspired and true (2 Timothy 3:16)<sup>2</sup> is integral to the reading of this policy in that Biblical truths shared in love are not to be considered hateful or malicious. Together with truth being shared in love, discernment, wisdom and maturity must also always be shown when sharing Biblical truths in order for the College’s doctrines, tenets and beliefs, the International Network of Churches Declaration of Faith<sup>3</sup>, Citipointe Church’s values<sup>4</sup>, and related positional statements are adhered to and no offence to the religious sensitivities of Citipointe Christian Colleges Christian Worldview is caused.
- 1.4. This policy is to ensure that all community members have a common understanding of the College’s expectations concerning how people are to be treated within the College Community.
- 1.5. All students, parents and staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety or wellbeing of others.

### 2. Purpose

- 2.1. This College Community Code of Conduct sets clear standards of behaviour which are expected of members of the College Community in the College environment or when attending any College function or activity at any other location.

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<sup>1</sup> God has always given clear instructions concerning his expectations. He does not operate on the assumption that people will know what to do. These instructions became more specific when God set up the nation of Israel after the exodus from Egypt. The Ten Commandments are God’s underlying expectation for those who were part of this nation. More specific details followed, as well as the consequences of not keeping within the guidelines (Exodus Chapters 20-23).

<sup>2</sup> INC Declaration of Faith – The Bible: How We Know God

<sup>3</sup> INC Declaration of Faith- <https://inc.org.au/about/>

<sup>4</sup> Citipointe Church Values- <https://citipointechurch.com/our-heartbeat/>

2.2. The College Community Code of Conduct specifies what should happen when someone does not comply with these standards of behaviour.

### **3. Scope of the Policy**

3.1. For the purpose of this Policy 'College Community' comprises of but is not limited to, members of the College Board, the Principal, staff, coaches, tutors, students, parents, guardians, step-parents, relatives, friends, supporters, carers, contractors, visitors and invitees of the College, when in the College environment or when attending any College related function or activity at any other location.

3.2. Wherever the term "parent/s" is used, it includes, but is not limited to, parents, guardians, step-parents, homestay parents and carers who have parental like responsibilities. This term is employed where it has been deemed the "parent/s" have an added responsibility due to their parental role.

3.3. Parents/guardians and students agree to be bound by the College Community Code of Conduct as part of their Enrolment Contract with the College. Although step-parents, relatives, friends, supporters and carers of students at the College, are not a party to that Enrolment Contract, this College Community Code of Conduct is a guide for them about expected standards of behaviour.

3.4. For convenience the term "community members" will be used throughout the document to identify the above named.

### **4. Policy**

#### **4.1. Community Members' Expected Behaviour**

4.1.1. The College expects a standard of personal behaviour from community members when on the College's grounds, including but not limited to such things as:

- a. Refraining from offensive, insulting or derogatory language or conduct on the College's grounds. This includes wearing clothing with offensive language or insignia.
- b. Dressing appropriately. Revealing clothing or beach wear should be avoided. Being barefoot or without a shirt is not appropriate.<sup>5</sup>
- c. Citipointe Christian College's facilities are strictly non-smoking. Please refrain from smoking within sight of the boundary of the school property.
- d. Not attending the College's grounds if affected by alcohol or any other intoxicant.

These personal behaviours are also expected from all community members.

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<sup>5</sup> This is with the exemption of the pool precinct where appropriate swim wear and going barefoot is acceptable.

## **4.2. Community Members' Interactions**

- 4.2.1. Community Members are expected to interact in a civil and godly manner with staff, students and other parents at all times. (Abusive language, raising your voice, insulting or behaving aggressively to anyone on the College's grounds is not permitted.)
- 4.2.2. Whilst interaction between students can be unruly it is not appropriate to discipline another parents' child whilst on school grounds. Physical contact can be an assault and is a serious matter. (Parents with concerns about the interaction between students on the College's grounds, particularly at drop off and collection times, should address their concerns to their appropriate staff member).

## **4.3. Community Members When Visiting Classrooms**

- 4.3.1. When visiting the classroom, community members must accept and respect the authority of the teacher (or teachers) and act in accordance with the teacher's reasonable direction.
- 4.3.2. Teachers value parental involvement and assistance, but they may ask a parent to leave a classroom or class activity for any reason, including, but not limited to:
  - a. Parental assistance not being required at the time;
  - b. Parental presence in the classroom or at the activity is disturbing or distracting to student or teacher;
  - c. Parent not in control of their emotions

## **4.4. Communication and the potential for conflict**

- 4.4.1. The College endeavours to assist community members manage conflicts but can only do this if it is informed of such matters. (In some circumstances parents are required by law to advise the College of areas of potential conflict, such as parenting and family court orders.)
- 4.4.2. Whilst there is no obligation to inform the College of other situations where parents may be in dispute (e.g. separation or other Court Orders in place between parents or people at the school) any information received of this nature will be treated in strict confidence.
- 4.4.3. The College expects community members to behave lawfully on the College's grounds and observe the terms of any order, obligation or undertaking they may be subject to.

#### **4.5. Community Members When Communicating with College Staff**

- 4.5.1. College staff are entitled to a safe and healthy work environment.<sup>6</sup> Community members should therefore ensure that their interactions with staff do not create unnecessary stress and anxiety.
- 4.5.2. The priority for College staff is the welfare and education of all children in the College. College staff are expected to respond to external communication within two working days, however, responses may take longer in some cases. A delayed response will largely depend on the subject matter in each individual case. (Responses are not expected outside normal working hours for all College staff or during school holidays for teaching and term-time staff.)
- 4.5.3. The time available for parents to meet with staff is limited and should be scheduled at a time that does not disrupt the classroom. (Parents should be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare, unless there is a genuine emergency that needs to be discussed.)
- 4.5.4. The College is obliged under law and ethos to act in the best interests of the individual student and the student body generally. (Although the College values consultation with parents and guardians, the College may not always act in accordance with parent/guardian's preferences and requests.)

#### **4.6. Community Members Attending Extra - Curricular Activities**

- 4.6.1. Community members are expected to comply with the following when attending extra-curricular activities:

##### **Parents' Code of Conduct**

- Cooperate with the College to achieve the best outcomes for your child.
- Support team and event officials in maintaining a safe and respectful learning environment for all students.
- Maintain positive relationships with team officials regarding your child's learning, wellbeing and conduct.
- Encourage participation by your children.
- Provide a model of good sportsmanship for your child to copy.
- Use courteous and constructive communication with players, team officials, game officials, other parents and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Do not interfere with the conduct of any events.
- Support School Sport Australia's policy of a smoke and alcohol free environment.
- Behave in a manner that respects the rights of others (regardless of mediums of communication used e.g. digital mediums such as Twitter, Instagram, Facebook, email and texts.)
- When visiting external venues, comply with their relevant policies and the College's Community Code of Conduct.

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<sup>6</sup> Work Health and Safety Act 2011 (Qld) – Part 2, Div. 2, S19

### **Spectators' Code of Conduct**

- Demonstrate appropriate social behaviour.
- Do not let your behaviour detract from student's enjoyment.
- Let game officials conduct events without interference.
- Support skilled performances and team play with generous applause.
- Demonstrate respect for opposing players and their supporters.
- Support a smoke and alcohol free environment.
- Behave in a manner that respects the rights of others (regardless of mediums of communication used eg digital mediums such as Twitter, Instagram, Facebook, email and texts.)
- When visiting external venues, comply with their relevant policies and the College's Community Code of Conduct.

### **4.7. Community Members and Social Media**

- 4.7.1. Social Media includes but is not limited to, all social networking sites such as Facebook, Twitter, LinkedIn, Instagram, YouTube, MySpace, TikTok, the School's Learning Management System and other social internet resources.
- 4.7.2. Citipointe Christian College expects those who are part of the Citipointe Christian College community, to show respect and courtesy to others. Social media should not be used to abuse others, expose them to offensive or inappropriate content or to denigrate or show disrespect to Citipointe College.
- 4.7.3. When using social media, our community is expected to ensure that they:
- Respect the rights and confidentiality of others
  - Champion the College and its cause
  - Support the community and members within the community
  - Set an example for students concerning how to engage respectfully and politely in society
  - Do not impersonate or falsely represent another person
  - Do not bully, intimidate, abuse, harass or threaten others
  - Do not make defamatory comments
  - Do not use obscene or offensive language towards others
  - Do not post content that is hateful, threatening, pornographic or incites violence against others
  - Do not harm the reputation and good standing of Citipointe Christian College or those within its community
  - Do not criticise others or the College, instead conduct such matters in private.
  - Do not use language or make comments which could be interpreted as being offensive to the religious sensibilities of the College.
  - Use every opportunity to edify, encourage and support each other and the College.

## 5. Process

- 5.1. Members of the Citipointe Christian College community may notify the Principal or a Head of School of a possible breach of the College Community Code of Conduct using the processes outlined in the relevant Board and College policies<sup>7</sup>. The Principal or a Head of School will investigate the complaint and if satisfied a breach has occurred may impose a consequence that may:
- ban any member of the College Community from attending any extra-curricular activity;
  - direct a member of the College Community to leave the College grounds;
  - direct that a parent communicates with members of staff only through a nominated College representative;
  - in the case of extreme or prolonged breach of this Code of Conduct by a parent, terminate the enrolment of the child of that parent;
  - take such other steps as it may in its reasonable discretion determine appropriate according to the nature of the breach.
- 5.2. In Queensland, the criminal laws prohibiting offensive conduct and language can be deployed in a broad range of situations.
- 5.3. It is an offence to act in an offensive way or use offensive language (meaning "to treat insolently or with contemptuous rudeness, to abuse") to staff.<sup>8</sup>
- 5.4. It is an offence not to comply with the Principal's directions concerning lawful conduct.<sup>9</sup>
- 5.5. Nothing in this Policy precludes any person from exercising their individual legal rights (obtaining restraining and intervention orders, reporting assault, bringing action for defamation, exercising rights under vilification or discrimination laws or in any other way.)

## 6. Legislative Provisions and Relevant or Related Documentation

- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Privacy Act 2017 (Cth)
- Summary Offences Act 2005 (Qld)
- Education (General Provisions) Act 2006 (Qld).
- Work Health and Safety Act 2011 (Qld)

This policy is to be read in conjunction with other policies i.e.

- 6.1 Workplace Health and Safety
- 7.1 Student Protection
- 10.2 Student Code of Behaviour

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<sup>7</sup> 11.3.1 Workplace Harassment Bullying Discrimination, 11.4 Grievances Disputes and Complaints and/or 11.4.1 Grievances Disputes and Complaints Form

<sup>8</sup> Summary Offences Act 2005 (Qld) Part 2, Div. 1, S6

<sup>9</sup> Education (General Provisions) Act 2006 (Qld) Chapter 12, Part 6

- 10.3/11.6 Anti-Discrimination Policy
- 11.1 Employee Code of Conduct
- 11.3 Prevention of Workplace Harassment
- 11.4 Grievances and Disputes and Complaints
- 11.5 Employment Terms and Conditions
- 4.3.8 Communication Policy

## **7. Policy Review**

**7.1.** This policy will be reviewed every 2 years unless otherwise required.

