




CODE OF CONDUCT

POLICY

Policy Category: WHS and Wellbeing	
Number of pages: 8	Appendices:
Version: 2	Status: Approved
Reviewed by: Principal	Endorsed by: Board
Approved by: Amica Gordon	Date: 22 April 2021
Signature: 	
Recommended frequency of review: 1 year for new policies, and then at least every 3 years unless otherwise approved by the Executive Team. Next review: 2024	
Related Legislation and Documents: Mandatory Reporting of Harm and Exploitation of Children Department of Education: Mandatory Reporting of Harm Exploitation Children Guidelines <i>Care and Protection of Children Act 2007</i> (NT) – promotes the wellbeing and protection of children from harm and exploitation to maximise their opportunities to develop to their full potential. <i>Education and Care Services (National Uniform Legislation) Act 2011</i> (NT) –sets a national standard for children’s education and care across Australia. <i>Domestic and Family Violence Act 2007</i> (NT) – provides for the protection of persons in a domestic relationship against violence. <i>Criminal Code Act 1983</i> (NT) – the Act establishes a code of criminal law. <i>Sexual Offences (Evidence and Procedure) Act 1983</i> (NT) - the Act relates to evidence and procedure in the examination of witnesses and the trial of persons in respect of sexual offences. Territory Families, Professional Reporters Guide: Reporting Child Harm or Exploitation - the guide assists police, teachers and health practitioners to meet the mandatory reporting obligations under the Care and Protection of Children Act. Protective Practices Guidelines (Teacher Registration Board of the NT).	
Additional Information:	

Document history:

Version	Date	Nature of Amendment
1	2019	
2	2021	Significant Revision

CODE OF CONDUCT

DEFINITIONS AND ABBREVIATIONS.....	- 3 -
PURPOSE.....	- 3 -
SCOPE	- 3 -
CODE OF CONDUCT	- 4 -
ROLES AND RESPONSIBILITIES	- 5 -
Guidelines	- 6 -
Code of Conduct (Plain language statement).....	- 6 -

DEFINITIONS AND ABBREVIATIONS

MSSA: Milkwood Steiner School Association

Reasonable grounds refers to information that a person, with their training or knowledge, believes to be reliable and accurate.

Student: a current student of Milkwood Steiner School or Milkwood Steiner School programs (including but not limited to Playgroup, After School Care and extra-curricular programs associated with the school) until they withdraw from the School and are no longer enrolled.

MSSA Member: Membership is defined in the MSSA Constitution (2019). Members include any parent or guardian listed on the enrolment form of students attending the school, upon payment of the first instalment of fees, along with any other person who has applied for and been approved by the Board for membership, or been appointed as a life member by the Board.

PURPOSE

Milkwood Steiner school is committed to ensuring a respectful, quality learning environment that is safe, positive and supportive for all Milkwood Steiner School students, employees, volunteers and Milkwood Steiner School Association members.

Milkwood Steiner School's *Member Code of Conduct* seeks to provide clear guidelines to all students, members and visitors to our school and community, regarding the conduct expected of them whilst at School, engaging in School related activities or representing the School. Students and Members are expected to uphold the School's values of *Imagination, Courage, Dignity and Spirit* at all times, and to comply with the school's policies and all relevant Australian legislation.

SCOPE

This code of conduct applies to all Milkwood Steiner School students and MSSA members, employees, volunteers and visitor to the school. The application of this Code is not limited to the School site and School hours. It extends to all activities and events that are school-related and when representing or acting on behalf of the School. The Code also requires that student and member actions do not bring the School into disrepute at any time regardless of whether the action occurs within or outside of School activities.

Clarity of expectations is essential for the application of the Code of Conduct. A plain language/child-friendly version of the Code of Conduct is accessible to anyone at Milkwood Steiner School and included in the Guideline section of this document.

The Code of Conduct is signed by all new members to Milkwood Steiner School and is available on the school website.

CODE OF CONDUCT

Milkwood Steiner School students and members will:

- Uphold the Values of Milkwood Steiner School by at all times by:
 - Being respectful and supportive of, and uphold the school's beliefs and values;
 - Taking responsibility for their actions;
 - Respecting a practice of confidentiality;
 - Communicating with clarity, honesty and integrity at all times;
 - Contributing to a healthy and unified school culture, aligned with the school's Values and Mission Statement;
 - Behaving with dignity, providing a model worthy of imitation for children, members and visitors at all times;
 - Mindfully participating in gratitude and acknowledgement practices;
 - Actively contribute to a culture in which consent and boundaries are sought and respected;
 - Acknowledging Larrakia people as the Traditional Owners of the land on which we teach, learn and grow;
 - Listening to all voices;
 - Disclosing and taking reasonable steps to mitigate any conflict of interest in connection with their engagement or role at the School.

- Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others by:
 - Adhering to school policies and procedures;
 - Seeking appropriate support for self or others, when concerns arise;
 - Behaving with courtesy and consideration for others and refrain from all forms of bullying and harassment.

- Uphold the reputation of the School by
 - Observing an appropriate standard of behaviour in transit to and from the School and when wearing School uniform or identifiable as a Milkwood Steiner School student, employee or member;
 - Ensuring their actions do not bring the School into disrepute;
 - Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the School, employees of or students of the School (including activities online and social media);

- Accept reasonable direction from leadership, including:
 - Following instructions by members of staff;
 - Following direction provided by supervisors
 - Observing School rules;
 - Abiding rules and procedures operating within the School and other locations;

- Support teaching and learning at Milkwood Steiner School by
 - Refraining from behaviour which would interrupt the work of any class or hinder the teaching and learning opportunities of other students or members;
 - Refraining from behaviour which inhibits the work of others at Milkwood Steiner School;
 - Being punctual and attending all classes, meetings and events as required according to role;
 - Completing work set by the teacher/supervisor promptly and to the best of their ability and to take full advantage of the opportunities offered at the School;
 - Supporting and not inhibiting any other student or member from reaching their potential;
 - Holding the needs of the child at the centre of decisions;

- Take care of the people, property and the environment of Milkwood Steiner School by:
 - Remaining in designated areas on the School grounds during the School/work day unless otherwise approved by the Principal;
 - Respecting School property and the property of staff, contractors, visitors and other students;
 - Dressing with due regard for health, hygiene, safety, cultural awareness and respect, and in accordance with the School's dress code;
 - Contributing to and care the physical and natural environment surrounding Milkwood Steiner School, with attention to Sustainability, Learning and Growth adapted to this Time and Place (see Strategic Plan 2021-2026), doing so with attention to beauty, necessity and honesty;

Unacceptable conduct includes, but is not limited to:

- Touching, handling, pushing or otherwise physically or sexually engaging with others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person;
- Any form of physical or verbal violence including fighting, assaults or threats of violence;
- Any form of bullying, abuse or harassment, including online/cyber bullying, abuse and harassment, including language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, member, visitor or member of the public;
- Sending inappropriate, offensive or explicit electronic or physical messages, notes, photos or videos;
- Taking recordings, including but not limited to photography, video and audio recordings, without the approval of the Principal at Milkwood Steiner School
- Gambling;
- Theft, fraud or misuse of School resources;
- The use of inappropriate, offensive or profane words, gestures and images;
- Unacceptable class/work attendance levels or unreasonably disruptive attendance;
- Smoking, consuming or being under the influence of alcohol or illicit drugs at School, on School excursions, in transit between School and home or when otherwise identified as a student or engaging in work duties for Milkwood Steiner School;
- The use or possession of electronic devices by children on site, except with permission from the Principal (with the exception of essential assistive technologies).

ROLES AND RESPONSIBILITIES

MSSA students, members, employees, volunteers and visitors are responsible for

- Adhering to the Code of Conduct
- Reporting any reasonable suspicion of Code of Conduct breaches to a Teacher, employment contract supervisor or the Principal.

The Principal is responsible for:

- Reviewing and distributing the Code of Conduct in ways that are accessible to all students, members, employees and volunteers
- Responding to Code of Conduct breaches: The Principal is responsible for safety and wellbeing at Milkwood Steiner School and has discretion to take action against any Code of Conduct breach in accordance with the *Discipline Policy*, the *Recruitment and Employment Policy* and other relevant MSSA policies and legislation.

In accordance with applicable legislation and the School's Policies and Procedures, the MSSA Board, Police, Department of Education and Child Protection agencies may be informed of any unlawful breaches of this Code.

Guidelines

Code of Conduct (Plain language statement)

These are some rules that make Milkwood a good place to work and learn.

The rules are for children and adults. They're for anyone who spends time at Milkwood.

We want everyone here to live up to some values that we all agree on.

These values are: *Imagination, Courage, Dignity and Spirit*. At Milkwood, we talk about what these mean often.

If you promise to keep these rules, you can be at Milkwood.

If you break your promise, you might not be allowed to be here.

Here are the rules we all agree to:

We live up to Milkwood Steiner School's beliefs and values by

- Taking responsibility if we do the wrong thing or see a problem
- Not spreading other people's private stories - no gossip
- Include people and help everyone to feel like they belong
- Be a good role model and help others to do the right thing
- Be polite, truthful and helpful
- Know about consent and respect people's boundaries
- Listen to others, even when their views are different
- Acknowledging Larrakia people as the Traditional Owners of the land where we teach, learn and grow.

Everyone has the right to learn at Milkwood Steiner School.

- Behave in ways that help everyone learn, the way they need to learn. Don't do things that stop others from learning, like interrupting or disrupting.
- Don't stop other people from doing the work they're meant to do at Milkwood.
- Be on time
- Show up to class and school events.
- Show up to meetings if you're asked to.
- Finish the work you're meant to do, as well as you can.
- Take up opportunities to learn more or have new experiences when offered.
- Make sure the decisions you make are in the best interest of other children, and good for everyone.

Look after the people, things and environment around Milkwood.

- Stay in the parts of the school where you're meant to be
- Look after school property
- Dress in ways that help you do your work. Your clothes need to be comfortable and appropriate for the work you need to do, and also follow the school rules about dress code.
- "Tread lightly on the Earth" and use materials in a way that isn't wasteful.
- Let your words and actions be mindful and beautiful.

Represent our school well.

- Follow the rules at school, on the way to and from school, on excursions and events, or any time someone could know you are part of Milkwood Steiner School.
- Don't bad-mouth the school. Take responsibility for changing the things you don't like by speaking up and being part of making things better, or speaking about your worries to the Principal so things can improve.

Follow rules and instructions.

- Follow the teacher's instruction, or the person whose job it is to look after you and your learning or work
- When you're travelling to and from school or on an excursion, follow the rules of the place you're in as well as the school rules. Eg. Follow the bus rules on the bus, or the rules of the museum when you're at the museum
- Stand up for others, and always help others when they need it
- Call for help if you can't help. You can get help from a teacher or someone who works here that we trust, when you're not feeling safe or ok
- Do no harm

No bullying.

Bullying is more than a fight, being mean or not liking someone.

Bullying is being mean to someone over and over again.

We call this bullying when the person is trying to hurt someone on purpose – if it's an accident, that still hurts and it shouldn't happen again and again, but it's not bullying.

At Milkwood, everyone should learn about the difference between bullying and mean behavior.

Anyone – kids and adults - should call out bullying or meanness if they see it and tell a Teacher or the Principal.

Here are some examples of bullying:

- WORDS: put-downs, teasing, offensive names, gossiping, saying things in mean ways
- VIOLENCE: hitting, poking, pushing, punching, kicking, tripping, spitting, invading personal space, standing over tactics, taking or hiding things from someone, writing hurtful notes and messages,

making mean signs and gestures that are hurtful, giving 'dirty looks' or things that are intended to make someone feel intimidated.

- MIND GAMES: ignoring, excluding, getting others to do mean things or not be friends with someone, controlling someone, threatening, pressuring someone to do something, copying or stealing.
- CYBER BULLYING: doing things on the internet that will embarrass or hurt someone.
- Teasing about body parts, teasing about someone's sexual preferences or who they like, or give them attention in a way they don't want – like trying to be their boyfriend/girlfriend. This is also bullying.

No bullying means no one should be doing these things over and over again. They also shouldn't do them just once, but if they do, it's not bullying – it's being mean or unsafe. That's also not ok.

People who keep bullying can't stay at Milkwood.

Here are some other things that are not allowed at Milkwood:

- Making or sharing recordings including photos, videos and sound recordings of others at school
- Using electronic devices, toys or things you bring from home, unless you've got permission from the Principal
- Gambling, stealing, lying
- Wasting school things or using them for the wrong reason.
- Breaking the law
- Doing things that might hurt someone or yourself.