



## CODE OF CONDUCT - COLLEGE COMMUNITY

### PURPOSE

The purpose of this Code of Conduct (Code) is to outline the expected standards of behaviour for all stakeholders involved or otherwise engaged with Matthew Flinders Anglican College (College), the Flinders Parents and Friends' Association (Association), the Old Flinderians' Association (OFA), the Matthew Flinders Foundation (Foundation), or any other organisation connected with the College and to:

- a. provide members of the College Community with guidelines for the effective development of positive relationships within the College Community;
- b. ensure that positive and respectful relationships between members of the College Community are maintained;
- c. ensure that all individuals are valued and treated with respect and that they are free from intimidation, bullying and harassment; and
- d. ensure the health and welfare of all members of our College Community.

### SCOPE

To ensure such co-operation and support, this Code of Conduct outlines the College's expectations for members of the College Community including, but not limited to staff, parents, guardians, volunteers, students and alumni.

All members of the College Community have the right to be, and feel, safe in the College Community. With this right comes the responsibility to be law-abiding, respectful citizens and to be accountable for actions that may intimidate, cause harm to or put at risk the safety or wellbeing of others or oneself. This includes behaviour that may be considered anti-social, including with regards to the nature and content, the tone, the frequency and the types of communications.

This Code specifies the consequences for any member of the College Community who does not comply with these standards of behaviour, whether those persons are communicating with other members of the College Community (in whatever medium) or whether those persons are located at the College, in transit or at another location for the purpose of any College-authorised event or activities (including but not limited to those hosted or held by the Parents & Friends Association, the Matthew Flinders Foundation, or Old Flinderians' Association).

Whilst not all members of the Community who attend the College may not be a party to the Enrolment Agreement, this Code is a guide for them about expected standards of behaviour.

### RESPONSIBLE PERSON

Principal

### ADDITIONAL AUTHORITY

*Complaints Management Policy & Procedure*

*Anti-Bullying Guidelines (Students)*

*Reporting Concerns of Harm and Abuse Policy & Child Protection Decision Trees*

*Our Standards of Practice*

*Matthew Flinders Anglican College Parents & Friends Association Inc Constitution*

## CODE OF CONDUCT

The following are the principles, which provide the framework for this Code:

- all members of the College Community are to be treated with respect and dignity;
- College Community members must not cause harm to another person. Harm includes anything that has a detrimental effect of a significant nature on another person's physical, psychological or emotional wellbeing, however caused;
- in addition to physical wellbeing, we prioritise psychological safety. We encourage open, honest and respectful communication that supports a safe environment for discussing concerns, challenges and ideas. The emotional and psychological wellbeing of all community members is of utmost importance, and we are committed to providing a supportive atmosphere where every voice is heard and valued.
- responsible citizenship involves appropriate participation in the civic life of the College Community. Members are aware of their rights but, more importantly, they accept responsibility for protecting their rights and the rights of others;
- members of the College Community are expected to use non-violent and non-aggressive means to resolve any conflict;
- members of the College Community have a responsibility to maintain an environment where conflict and differences can be resolved in a respectful and civil manner;
- actions of members of the College Community which are deemed by the College to be disrespectful, hurtful, insulting, intimidating or are likely to disrupt learning and teaching in the College Community, or disrupt co-curricular activities, are a direct contradiction to the College's Mission and Values and will be deemed a direct contravention of this Code of Conduct. Members of the College Community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterised by respect and civility to all others;
- members of the College Community are not to engage in conduct that in the opinion of the College, acting reasonably, is unacceptable, is disrespectful, breaches this Code or has the potential to impact or put at risk the health, safety and or wellbeing of other students, the staff and any volunteers or other persons within the College Community.

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children or 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, assault or threats of violence;
- any form of cyberbullying or cyber abuse;
- any form of threatening language, gestures or conduct;
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any person or which would otherwise defame, disparage or call into question the character or professionalism of any person;
- sending any form of communication which may be, in the opinion of the College, a breach of the Code or may be objectively viewed as breaching the standards of behaviour set out in this Code;
- theft, fraud or misuse of the College's resources;
- the use of inappropriate or profane words or gestures and images;
- visiting the College, attending social, sporting or other functions or any interaction with community members whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health;
- smoking on the College's premises or within the immediate environs of the College, or at any College related event or function, including the use of cigarettes, electronic cigarettes, e-cigars, vape pens or personal vapourisers or any other similar devices or actions.

Parents and Guardians play an important role in the education of their children and have a responsibility to support the efforts of College staff in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:

- show an active interest in the student's schoolwork and progress;
- communicate regularly with the College;
- assist the student and any persons connected with a student in following all College policies;

- ensure that the student attends College regularly and on time;
- promptly report to the College the student's absence, late arrival or early departure;
- encourage and assist the student in following the College rules (their responsibilities/expectations), as set out in MyFlinders (Secondary Students) and in the Student Diary (Prep - Year 4 Students);
- work with College staff in dealing with pastoral care, disciplinary and social issues.

Parents and guardians agree to act in the best interests of the students, and the College Community. The College values its diverse community and respects the rights, beliefs and practices of individuals and their families.

Parents and guardians are students' most significant role models. Accordingly, the College expects a high standard of personal behaviour from parents when they are on the College grounds, attending events or communicating with staff or other students.

Parents, and caregivers should:

- not engage in defamatory, disparaging, malicious or judgmental gossip (either directly or electronically) and ensure that anything they say about others is fair and truthful;
- refrain from actions and behaviour that constitutes bullying, harassment, discrimination or vilification;
- refrain from offensive, insulting or derogatory language or conduct. This includes wearing clothing or showing tattoos, jewellery etc. with offensive language or insignia;
- not possess alcohol on school grounds, unless the event has been sanctioned by the College;
- not attend College events or engage with College staff if affected by alcohol, prohibited drugs or any other intoxicant;
- show proper care and regard for school property, the property of others and abide by work, health and safety considerations.

Members of the College Community are expected to interact civilly with staff, students and other College Community members at all times. Written and spoken communication should be courteous and respectful. Abusive language, raising your voice, insulting or violent behaviour to anyone on school grounds or at any school-related event, is not appropriate.

In cases where a College Community member does not interact civilly with staff, either in person in or outside of the College grounds, during a phone call, or via email or whatever means, the staff member may take one of the following actions:

- request that the College Community member cease their inappropriate communication in order to allow the communication to proceed;
- inform the College Community member that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion;
- request another staff member be present for the remainder of the meeting, if deemed necessary to proceed with such;
- lodge a complaint against the offending member of the College Community.

### Use of Social Media

Social media can be defined as how we use technology to communicate and connect with others. Despite the range of positive uses for social media, there are also a number of ethical and legal issues associated with its use. Many people may hold the mistaken belief that anything published online will be without legal consequence. However, all members of the College Community should be aware that there are a number of potential legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage, and defamation.

All members of the College Community must ensure they abide by the laws and the College's expectations of its parents, by complying with the following:

- the College, its staff and members of its community should not be mentioned or discussed in a negative or defamatory way;
- photographs of students in school uniform represent the College and its students, and should not be posted if they have the potential to bring negative connotations towards the College or its staff and

students;

- photographs containing other students should not be posted without the express consent of the other child/children's parents;
- email addresses of other members of the College Community should not be given to other people without their express consent;
- parents/carers should not be added to (unofficial) digital groups (eg. WhatsApp, Facebook ) by others without their express consent;
- do not contact other students via any form of social media without the express consent of the student's parents or carers.

### **Standards of Behaviour**

All members of the College Community are expected to behave with respect, civility and in the manner of a responsible citizen.

As a minimum, College Community members must:

- respect and comply with all applicable Commonwealth and State laws;
- comply with all relevant College policies;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is a disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the legal and moral rights of others;
- show proper care and regard for College property and the property of others;
- take appropriate measures to help those in need;
- respect the needs of others to work in an environment of learning and teaching;
- not behave in a way towards one another that is considered to be insulting, disrespectful, hurtful, threatening, intimidating, hostile or aggressive;
- not disparage, defame or otherwise call into question the character of another person;
- not engage in conduct that, in the opinion of the College, acting reasonably, is unacceptable or has the potential to impact or puts at risk the health, safety and or wellbeing of other students, the staff and any volunteers or other persons within the College Community.

### **General Conduct**

College Community members are expected to:

- support the Principal and College staff in the development of a learning community based upon an Anglican ethos;
- support the College's policies;
- acknowledge that the Principal has the ultimate responsibility to implement these policies;
- ensure all communications, whether face-to face, via email or other digital platforms are respectful and age appropriate;
- work with the College teaching staff to deal promptly with areas of concern;
- treat all members of the College Community with respect and courtesy;
- take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury; and
- comply with the College's emergency procedures, as directed by relevant personnel.

### **Physical Safety**

- Physical punishment of a child will not be tolerated.
- When physical contact with a child is necessary as part of the coaching experience, caution must be exercised to ensure that the contact is appropriate and acceptable. Children should be asked to volunteer if necessary, to demonstrate a particular activity.
- Sunscreen should only be supplied to children, and children directed to apply sunscreen to their own bodies. Sunscreen should not be applied to any child, except by the parent of the child.
- When congratulating a child, a handshake, pat on the shoulder or brief hug are acceptable as long as the child is comfortable with this action. Kissing a child is not acceptable.
- Assessing a child who is injured or ill may necessitate touching the child. Always advise the child of

where you intend to touch their body to check for injury and seek their consent. When possible, two adults should be in attendance while the injury assessment is undertaken.

- College Community members must seek staff assistance, if necessary, to resolve conflict peacefully.

College Community members must not:

- use any object (whether as a weapon or otherwise) to threaten or intimidate any other person;
- cause injury to any person by the use of any such object;
- be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exceptions are when, in the normal course of events, the College is providing hospitality to members or guests of the College community and is in keeping with the appropriate legal and hospitality regulations, or when a gift is provided by a member of the community to a staff member;
- cause or inflict harm, verbally abuse, threaten or inflict bodily harm on another person;
- encourage others to cause or inflict harm, verbally abuse, threaten or inflict bodily harm on another person.

### **Relationships with Children**

College Community members must not have a romantic or sexual relationship with a child. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. The law prohibits sexual relations with a person under the age of consent (16 years).

At all times when speaking with children, care must be taken to use appropriate language. There is no place for inappropriate sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.

Unless you have the permission of the child's parents or caregiver, you must not:

- invite children to your home;
- visit children at their home;
- attend parties or socialise with children; or
- invite a child to join your personal electronic social networking sites or accept a child's invitation to join their networking sites.

### **Alcohol, Drugs and Tobacco**

College community members must not:

- be under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- encourage or condone the use of alcohol, illegal drugs or non-prescribed and/or restricted substances to any child; or
- supply or administer alcohol, tobacco or tobacco products, e-cigarettes, e-cigars, vape pens, personal vapourisers or similar devices, illegal drugs or non-prescribed and/or restricted substances to any child.

### **Co-curricular Activities**

The following codes of behaviour for Players, Parents, Coaches, Administrators, Officials and Spectators have been adapted from the Codes of Conduct established by the Australian Sports Commission. The behavioural expectations for each respective group are in addition to the general requirements already outlined.

#### Players Code of Behaviour

- Always play in accordance with the rules.
- Respect the referee or game official's judgement. The captain, coach or manager may respectfully approach the official during a break, or after the event, and voice any potential concerns. Verbal or physical abuse of officials is not acceptable.
- Strive for skill improvement, good sportsmanship and enjoyment of the activity. Honest effort is as important as victory. Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.
- Remember that young people learn best by example. Applaud good play by both the College team and by members of the opposing team.

- Treat all participants as you like to be treated, respecting the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion. Applaud all good plays whether they are made by your team or the opposition. Do not bully or take unfair advantage of another competitor. Verbal or physical abuse or sledging of other players and deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any activity.
- Acknowledge and appreciate the value and importance of volunteer coaches, managers and referees. They give of their time and resources to provide opportunities for all young people.

#### Parents and Guardians Code of Behaviour

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

#### Coaches Code of Behaviour

- Remember that young people participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented players; the less talented players need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage your players to do the same.
- Show concern and caution towards sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Remain with students at the end of an event, until they are collected, or can be placed in the care of College staff.

#### Administrators Code of Behaviour

- Involve young people in planning, leadership, evaluation and decision making related to the activity.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in sport not just as a player but as a coach, referee, administrator etc.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
- Provide quality supervision and instruction for junior players.

- Remember that young people participate for their enjoyment and benefit. Do not overemphasise awards.
- Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasises fair play, and not winning at all costs.
- Give a code of behaviour sheet to spectators, officials, parents, coaches, players and the media, if you feel the need is there, and encourage them to follow it.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Support implementation of the National Junior Sport Policy.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

#### Officials Code of Behaviour

- Modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Emphasise the spirit of the game rather than the errors.
- Encourage and promote rule changes, which will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.

#### Spectators Code of Behaviour

- Remember that young people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

#### Committee Member Code of Behaviour

- Promote and respect the rights and dignity of every person regardless of gender, race, ethnicity or sexual orientation and ensure a safe and inclusive environment.
- Protect the integrity of sport at all times by ensuring that the behaviour and conduct of every person is consistent with the laws of the game, the principles of fair play and the standards of safe and inclusive sport.
- Protect the safety and wellbeing of members at all times by ensuring that appropriate safeguarding measures and policies are in place, easily accessible and understood by every person, and reviewed regularly.
- Be impartial, consistent and transparent in your conduct and decision-making. Accept responsibility for your actions.
- Make decisions in the best interests of all members and the sport.
- Promote a safe and inclusive environment, in which every person feels welcomed and is protected and free from discrimination, harassment and abuse.
- Ensure that all players, coaches, officials, parents and spectators place wellbeing and enjoyment

ahead of performance and outcomes.

- Create pathways that support players, coaches and officials to improve their skill development.
- Provide equal opportunities for all players, coaches and officials to participate, regardless of their gender, ability or cultural background.
- At all times act as a role model for others, displaying high standards of good sporting behaviour.
- Never engage in inappropriate conduct including the use of offensive language, drinking of alcohol, use of prohibited substances or use of smoking products including but not limited to cigarettes, e-cigarettes, vape pens, e-cigars or personal vapourisers, whilst in an official capacity.
- Ensure that all members are made aware of their rights and responsibilities under the appropriate legislation and applicable policies and know the process by which to refer a complaint or breach.

Australian Institute of Sport February 2021

[https://www.sportaus.gov.au/\\_data/assets/word\\_doc/0006/910743/Code-of-Conduct-Template.docx](https://www.sportaus.gov.au/_data/assets/word_doc/0006/910743/Code-of-Conduct-Template.docx)

### **Responsibility for other Community Members**

Any parent or College Community member who invites a relative, friend, supporter, carer or other person to be present at any official sporting or social activity held by, or for the benefit of the College (or affiliated Association) and its students must at all times be responsible for that person and ensure they act at all times in a manner consistent with this Code of Conduct.

### **Breach of this Code of Conduct**

The consequences to a member of the College Community for breaching this Code of Conduct will be as determined at the Principal's absolute discretion. These consequences include any one, or more, of the following:

- the College may ban any member of the College Community from attending any College, community, co-curricular sports activity;
- the College may cancel a person's membership or association with any groups connected with the College, including, including but not limited to sport and the Flinders Parents and Friends' Association;
- the College may ban any member of the College Community from being on the College grounds in general;
- the College may direct that any parent may only communicate with members of teaching staff through a nominated College representative;
- in the case of a serious, persistent or prolonged breach or breaches of this Code of Conduct by a parent or carer, the College may terminate the enrolment of the child/children of that parent;
- the College may take such other steps as it may in its reasonable discretion determine appropriate according to the nature of the breach.

### **Right of Appeal**

The College's Policy will apply to any decision made by the Principal under this Code of Conduct. The *Complaints Management Policy* is accessible from the College's website.

Approved by: Principal Date Approved: January 2026	Reference Code: COM-026-POL-010 Next Review Due: September 2027
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This policy may be updated or revised from time-to-time. The College will not notify you each time the policy is changed. If you are unsure whether you are reading the most current version, you should contact the Principal's Office.