



BOARD POLICY

Te Ara Koropiko West Spreydon School

Code of Conduct Policy

Te Ara Koropiko West Spreydon School is committed through its Health, Safety, and Welfare Policy to provide a safe and healthy physical and emotional environment for students, staff and visitors.

Our Code of Conduct Policy enables us to remind all parents, guardians and visitors to Te Ara Koropiko West Spreydon School about conduct expected from them.

Our Code of Conduct Policy applies:

- To all conduct whether in speech or in action or delivered through emails, texts, phone calls, social media or other communication; and
- While at Te Ara Koropiko West Spreydon School or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match).

Te Ara Koropiko West Spreydon School expects parents, guardians and visitors to:

- Treat all people with respect;
- Work together in partnership with staff for the benefit of their child;
- Respect and demonstrate Te Ara Koropiko West Spreydon School's values;
- Set a good example to students at all times;
- Follow appropriate and proper procedures to handle any complaints; and
- Adhere to other Te Ara Koropiko West Spreydon School policies and procedures (such as Visitors, Smokefree, and Alcohol/Drugs and Other Harmful Substances policies) and any legal requirements.

Examples of conduct that contravenes these expectations include:

- Insulting, abusing, or intimidating;
- Physical aggression;
- Harassment;
- Deception/fraud;
- Discrimination (for example based on ethnicity, religion);
- Smoking or possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol strictly in accordance with Te Ara Koropiko West Spreydon School policy);
- Threats;
- Bullying;
- Profanity/offensive language;
- Damaging or destroying school property;
- Consistently placing unreasonable and excessive expectations on staff time or resources;
- Pursuing a complaint or negative campaign, or making defamatory, offensive or derogatory comments, regarding the school, its board or any staff or students on social media or other public forums.

There are a number of different ways that contravening behaviour can be dealt with, and each situation depends on the nature of the behaviour and its seriousness and the process any witness or victim of the behaviour feels most comfortable with. Examples of processes for dealing with such behaviour include the following:

- Documenting each instance of behaviour including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded.
- Conversation between the Principal and/or Board chair (or their delegate) or appropriate staff member is held with the relevant person detailing the problem and required resolution.
- Warning letter detailing the problem and required resolution and reminding of the possible outcomes of repeated conduct.
- A meeting may be arranged as an alternative or in addition to the above steps. This may include restorative practices.

Outcomes of conduct contravening this Code of Conduct Policy may include the following:

- The school's board is the occupier of the school premises under lease from the Crown. There is no automatic right of entry to state school grounds. The school's board has set this Code of Conduct as a condition of entry. The school through the Board may ask a person to leave the school premises by revoking their permission to be on the school grounds then asking them to leave under section 3 of the Trespass Act 1980.
- Unacceptable behaviour of a criminal nature may result in the Police being informed. For example, under section 139C of the Education Act 1989 it is a criminal offence to assault, abuse, or intimidate a staff member within the presence or hearing of any student while on school premises or in any other place where students are assembled for school purposes. Other instances of criminal offending may occur where drugs are involved, an assault has occurred, or a person persists after being trespassed off school grounds.
- In the case of behaviour amounting to harassment, a restraining order may be sought.
- In some instances, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of that sport, event or venue.

Legislation

- Education Act 1989, section 139C
- Trespass Act 1980, section 3

Supporting Policies and Procedures

- Smokefree Schools;
- Visitors;
- Harassment;
- Alcohol/Drugs and Other Harmful Substances

I confirm that I will adhere to the guidelines and expectations as stated above.

Signed

Date / /

