central coast montessori
EDUCATION FOR LIFE

Code of Conduct – Community Behaviour

Introduction

Central Coast Montessori's vision is to be recognised as a great world school. We are committed to ensuring a respectful learning environment that is safe, positive, and supportive for all community members, including students, Guides, and visitors.

Purpose

This Code of Conduct provides a clear framework regarding the behaviour expected of all community members while on the Central Coast Montessori premises, engaging in school-related activities, or representing Central Coast Montessori. Members of our community are expected to uphold our values at all times.

Scope

The Code of Conduct applies to all members of the Central Coast Montessori community. Its application is not limited to the campus and hours of operation; it extends to all activities and events that are school-related and when visiting or representing Central Coast Montessori. The Code also requires that the actions of community members do not bring Central Coast Montessori into disrepute at any time, regardless of whether the action occurs within or outside of school activities.

Definition of 'Central Coast Montessori Community'

For the purposes of this Code of Conduct, a member of the Central Coast Montessori community includes:

- Current and prospective students and their families, including legal guardians or any other person associated with the student who comes into contact with Central Coast Montessori
- Current and prospective Guides

- Contractors with whom Central Coast Montessori engages in a formal written or verbal agreement
- Visitors to Central Coast Montessori
- Members of the Board
- Other members of the community who come into contact with Central Coast Montessori in an official capacity.

Code of Conduct of the Central Coast Montessori Community

It is expected that every member of the community will:

- Uphold Central Coast Montessori's core missions and values
- Behave in a manner that does not endanger the health, safety, and wellbeing of themselves or others
- Abide by all health and safety rules and procedures operating within Central Coast Montessori and other locations they may visit while representing the organisation
- Ensure that their actions do not bring Central Coast Montessori into disrepute
- Respect the authority of staff and observe rules as required
- Strictly adhere to Central Coast Montessori's policies and procedures as required
- Behave with courtesy and consideration for others
- Refrain from all forms of bullying and harassment
- Refrain from activities, conduct, or communication that would reasonably be seen to undermine the reputation of Central Coast Montessori, its staff, or students (including activities on social media)
- Respect property belonging to Central Coast Montessori and the property of staff, contractors, volunteers, and other students
- Not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health while visiting Central Coast Montessori, attending functions, or engaging in school-based activities

- Respect the privacy and confidentiality of Central Coast Montessori and its community members.

Unacceptable Conduct of the Central Coast Montessori Community

Central Coast Montessori considers unacceptable any behaviour which:

- Endangers the health and safety of others
- Causes or is likely to cause damage to property or equipment, or the property of others
- Is prohibited by law
- Is discriminatory or offensive
- Constitutes any form of bullying or harassment
- Is likely to bring disrepute to Central Coast Montessori
- Impacts on the quiet enjoyment of activities or events for other members of the community.

Unacceptable conduct also includes, but is not limited to:

- Touching, handling, pushing, or otherwise physically or sexually engaging with students, children, or others in a manner that 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 online bullying or abuse
- Any form of threatening language, gestures, or conduct
- Language or conduct which is likely to offend, harass, bully, or unfairly discriminate against any student, employee, contractor, volunteer, or another member of the Central Coast Montessori community
- Theft, fraud, or misuse of resources
- Offers of bribery or favours
- The use of inappropriate or profane words or gestures and images

- Visiting Central Coast Montessori, attending social, sporting, or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health
- Smoking (including vaping) on the premises or within the immediate environs of Central Coast Montessori
- When communicating through social media – community members must not make comments about Central Coast Montessori, its staff members, students, or other community members in a negative or defamatory manner, lowering the reputation of individuals or the organisation in the eyes of reasonable members of the community, or causing individuals or Central Coast Montessori to be ridiculed, avoided, or despised by the general public.

Breach of Code of Conduct

Should a member of the Central Coast Montessori community breach the Code of Conduct, they will be contacted by the appropriate member of the executive management team. In most cases, communication with the community member should suffice for them to refrain from the behaviour. In some cases, the manager may conclude that the community member must not enter the campus and/or attend activities or functions for a specified period. If a community member has an inappropriate telephone, face-to-face, or email communication with a staff member, the staff member may choose to terminate the phone call or meeting.

Central Coast Montessori may notify a community member that communications with the organisation should be directed to one designated staff member. When there are extreme or prolonged breaches of the Code of Conduct, the matter will be referred to the Principal, who has full discretion to take action, including the termination of enrolment of the child/children of the community member. In accordance with applicable legislation and the Child Safety and Wellbeing Policy, the Police and/or Department of Communities and Justice will be informed of any unlawful breaches of this Code of Conduct.

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Relevant Legislation, Standards and Codes

Children and Young Persons (Care and Protection) Act 1998

Child Protection (Working with Children) Act 2012

Commission for Children and Young People Act 1998

Education Act 1990

Education Regulation 2017

Mandatory Reporting Guidelines

Children (Criminal Proceedings) Act 1987

Crimes Act 1900

Family Violence Protection Act 2008