

POLICY		PROCEDURE
Policy Name	Community Code of Conduct Policy	
NESA Manual Section	Safe and Supportive Environment (B8) Student Welfare (B8.2)	
Related Procedures & Registers	Child Safety and Wellbeing Procedure (B8.1) Child Protection Procedure (B8.1) Code of Conduct for Staff Procedure (B2.3) Code of Conduct for Students Procedure (B8.2) Code of Conduct for Responsible Persons Procedure (B2.3) Complaint Handling Procedure (B8.2) Complaint Handling Procedural Fairness Guidelines (B8.2) Anti Bullying Procedure (B8.2) Visitor Management and Site Security Procedure (B8.2) Privacy, Personal Information and Confidentiality Procedure (B2.3) Document and Record Retention Procedure (B2.3) Work, Health and Safety Procedure (B2.3)	
Related Policies	Child Safety and Wellbeing Policy (B8.1) Child Protection Policy (B8.1) Code of Conduct for Staff Policy (B2.3) Code of Conduct for Students Policy (B8.2) Code of Conduct for Responsible Persons Policy (B2.3) Complaint Handling Policy (B8.2) Anti Bullying Policy (B8.2) Visitor Management and Site Security Policy (B8.2) Privacy, Personal Information and Confidentiality Policy (B2.3) Document and Record Retention Policy (B2.3) Work, Health and Safety Policy (B2.3)	
Related Legislation	Education Act 1990 (NSW) Anti-Discrimination Act 1977 (NSW) Work Health and Safety Act 2011 (NSW) Child Protection (Working with Children) Act 2012 (NSW) Children and Young Persons (Care and Protection) Act 1998 (NSW) Privacy Act 1988 (Cth)	
Date of Issue / Last Revision	8 April 2025 15 August 2026	
Date Set for Review	August 2029	

Community Code of Conduct Policy

Policy Statement

Central Coast Montessori Primary School Ltd (CCMPS) is committed to maintaining a safe, respectful, inclusive and supportive School community in which students, families, staff and visitors are treated with dignity and consideration.

CCMPS values positive and constructive relationships with parents, carers and the broader School community and recognises the important contribution these relationships make to student wellbeing, learning and the Montessori community.

This Policy establishes the standards of behaviour expected of parents, carers, family members, visitors and other members of the broader School community when interacting with the School, its students, staff and other community members.

Purpose

The purpose of this Policy is to establish clear expectations for respectful, safe and appropriate behaviour within the CCMPS community and to provide a framework for responding where these expectations are not met. It supports positive relationships, student safety and wellbeing, respectful communication and a School environment in which students can learn and staff can perform their responsibilities safely and effectively.

Scope

This Policy applies to parents and carers, prospective parents and carers, family members and other persons associated with students, visitors, guests and other members of the broader community who interact with CCMPS.

It applies on School premises, at School events and activities, during excursions or community activities where relevant, in communications with the School, including telephone, email and digital communication, and in online or social media activity where the School, its students, staff or community members may reasonably be affected.

Students, Staff and Responsible Persons are subject to their respective CCMPS Codes of Conduct. Contractors and volunteers are also subject to relevant School policies, procedures, child-safe requirements and conduct expectations applicable to their role.

Principles

Community conduct at CCMPS is guided by the following principles:

- Respect — all members of the School community are treated with dignity, courtesy and consideration.
- Student Wellbeing — the safety, welfare and best interests of students remain central to interactions within the School community.
- Positive Relationships — families and the School work constructively and respectfully in support of students.
- Safety — behaviour must not place students, staff or other members of the community at risk.
- Inclusion — discrimination, bullying, harassment, intimidation and victimisation are not accepted.
- Privacy and Confidentiality — personal and sensitive information about students, families, staff and the School is respected and protected.
- Appropriate Communication — concerns and disagreements are raised respectfully and through appropriate School processes.

- Accountability — community members are responsible for their behaviour and interactions with others.

Standards of Conduct

Members of the CCMPS community are expected to:

- behave respectfully, courteously and considerately towards students, staff, families and visitors;
- support a safe, positive and inclusive School environment;
- respect the authority and professional responsibilities of School staff;
- comply with reasonable directions given by staff in relation to safety, supervision, access to School premises and School activities;
- comply with relevant School policies, procedures and site requirements;
- communicate concerns calmly, respectfully and through appropriate School channels;
- respect the rights of students and staff to participate in learning and School activities without unreasonable disruption;
- respect School property, Montessori materials, facilities and the property of others;
- respect the privacy and confidentiality of students, families, staff and other community members;
- behave appropriately when attending School events, excursions, functions or other School-related activities; and
- conduct themselves in a manner that supports the safety, wellbeing and reputation of the School community.

Respectful Communication

CCMPS welcomes constructive communication and recognises that parents and carers may at times have questions, concerns or differing views.

Community members are expected to communicate respectfully with staff and other members of the School community, including during telephone conversations, meetings, emails, digital communications and interactions on School premises.

Community members must not engage in:

- abusive, aggressive or threatening language or behaviour;
- yelling, intimidation or personal attacks;
- bullying, harassment, discrimination, vilification, hate speech or victimisation;
- threatening gestures or conduct;
- repeated unreasonable or inappropriate communication;
- behaviour that unreasonably disrupts School operations, learning or activities; or
- communication that compromises the safety or wellbeing of another person.

Where a concern relates to a School decision, employee, student or other matter, it should be raised through the appropriate School communication, complaint or grievance process.

Interactions with Students

The safety and wellbeing of students is paramount.

Community members must behave appropriately towards all students and must not:

- physically discipline, threaten, intimidate or verbally abuse a student;

- engage in inappropriate physical contact with a student;
- bully, harass, discriminate against or humiliate a student;
- approach another person's child for the purpose of confronting or disciplining them;
- interfere unreasonably with staff supervision or management of students; or
- engage in conduct inconsistent with the School's child-safe expectations.

Concerns about another student's behaviour should be raised with a staff member rather than addressed directly with the student.

Where conduct raises a child safety or child protection concern, the School will respond in accordance with its *Child Safety and Wellbeing Policy* and *Child Protection Policy and Procedure*.

School Premises, Activities and Events

Community members attending CCMPs premises or School-related activities must:

- follow reasonable staff directions;
- comply with visitor management and site security requirements;
- observe relevant health and safety requirements;
- behave in a manner appropriate to a school environment;
- avoid conduct that disrupts learning, supervision or School activities; and
- respect any restrictions applying to access to classrooms, learning areas or other School spaces.

Community members must not attend School premises or School activities while intoxicated by alcohol or affected by illicit drugs or another substance to an extent that may impair behaviour, judgement or safety.

Smoking and vaping are not permitted on School premises or in areas where prohibited by law or School requirements.

Privacy, Photography and Confidentiality

Community members are expected to respect the privacy of students, families and staff.

Personal or confidential information obtained through involvement with the School must not be inappropriately disclosed, distributed or used.

Photographs, recordings or information identifying students other than a community member's own child should not be published or distributed without appropriate permission.

Concerns involving another student, family or staff member should be raised privately with the School rather than discussed publicly or distributed within the broader community.

Social Media and Online Conduct

Community members are expected to use social media and other online platforms responsibly where their conduct relates to CCMPs or members of the School community.

Community members must not use digital or social media platforms to:

- bully, harass, threaten or intimidate students, staff or other community members;
- publish confidential or private School information;
- publish photographs or identifying information about other students without appropriate permission;

- make unlawful, defamatory or discriminatory comments; or
- encourage conduct that may compromise the safety or wellbeing of members of the School community.

Nothing in this Policy prevents a person from raising a genuine concern, making a complaint, seeking advice, communicating with an appropriate authority or exercising any other lawful right.

Unacceptable Conduct

Conduct that may constitute a breach of this Policy includes:

- physical or verbal aggression;
- threats of violence or intimidating behaviour;
- bullying, harassment, discrimination, vilification, hate speech or victimisation;
- inappropriate physical contact;
- abusive, offensive or threatening communications;
- deliberate damage to School property or the property of others;
- theft, fraud or other unlawful conduct;
- inappropriate interference with students, staff or School operations;
- inappropriate disclosure of confidential or private information;
- unsafe conduct;
- attending School premises or activities while intoxicated or significantly impaired; and
- conduct that otherwise presents an unreasonable risk to the safety or wellbeing of students, staff or members of the School community.

Responding to Breaches

CCMPS will respond to concerns or alleged breaches of this Policy having regard to the nature, seriousness and circumstances of the conduct.

Depending on the circumstances, responses may include:

- clarification or reminder of expected standards;
- discussion with the community member;
- a request that particular behaviour cease;
- requiring communications to occur through a nominated staff member or specified communication channel;
- terminating a telephone call, meeting or interaction where behaviour is abusive, threatening or inappropriate;
- conditions or restrictions on access to School premises, activities or events;
- referral to the Complaints Handling Policy and Procedure or another relevant School process;
- referral to the Principal or Board where appropriate; or
- referral to Police, the Department of Communities and Justice or another external authority where required or appropriate.

Any action taken will have regard to safety, procedural fairness where applicable, the rights and wellbeing of students and staff, and the School's legal obligations.

Serious or repeated conduct may result in further action in accordance with applicable School policies, enrolment arrangements and legal requirements.

Records and Evidence

The School may maintain records relating to:

- reported conduct concerns;
- communications with community members;
- complaints;
- meetings and correspondence;
- restrictions or conditions imposed;
- incidents affecting student or staff safety;
- referrals to external authorities; and
- actions and outcomes.

Records will be securely maintained in accordance with the *Document and Record Retention Policy and Procedure* and applicable privacy requirements.

Roles and Responsibilities

School Board

The Board is responsible for:

- providing governance oversight of significant community conduct risks where appropriate; and
- supporting a safe, respectful and child-safe School culture.

Principal

The Principal is responsible for:

- implementing this Policy;
- promoting respectful relationships between the School and its community;
- overseeing serious or repeated community conduct concerns;
- determining appropriate responses or restrictions where required;
- ensuring relevant child safety, complaint or legal processes are followed; and
- escalating matters to the Board or external authorities where appropriate.

Staff

Staff are responsible for:

- communicating respectfully and professionally with community members;
- modelling expected standards of behaviour;
- maintaining appropriate professional boundaries;
- referring significant or repeated concerns to the Principal or delegate;
- documenting significant incidents or communications where required; and
- following relevant School policies and procedures.

Parents, Carers and Community Members

Parents, carers and other community members are responsible for:

- complying with this Policy;
- communicating respectfully with students, staff and other community members;
- supporting the School's safety and behavioural expectations;
- raising concerns through appropriate School processes;
- respecting staff professional responsibilities and boundaries; and

- contributing positively to a safe and respectful School community.

Monitoring, Evaluating and Review

Annual adjustments may be made to this Policy in response to identified areas for improvement to ensure it remains current, effective and aligned with School practice. Otherwise, this Policy will be reviewed every three (3) years, or earlier if required due to changes in legislation, regulatory requirements, NESA guidance or identified gaps in practice.

Continuous improvement will be guided by student wellbeing and child-safe requirements, complaint and incident information, community feedback, School experience and NESA requirements.

Related Documents and References

[Child Safe Standards \(NSW\)](#)

[Disability Discrimination Act 1992 \(Cth\)](#)

[Disability Standards for Education 2005 \(Cth\)](#)

[Independent Schools NSW Governance Resource Manual March 2026](#)

[NESA Registered and Accredited Individual Non-Government Schools \(NSW\) Manual February 2026](#)

In the event of any inconsistency between this Policy and applicable legislation, the legislation will prevail.