



Larrakeyah Primary School Code of Conduct

The Department of Education and Training (DET) Respect and Responsibility in Schools Policy establishes clear standard of conduct in schools, ensuring that interactions are professional, respectful, and do not adversely impact staff wellbeing or damage the reputation of a school or its staff. (Refer to Respect and Responsibility in Schools, Attachment C) The Larrakeyah Primary School Code of Conduct Policy is aligned with the DET Respect and Responsibility in Schools Policy.

All parents, volunteers and other school community members who enter or engage with the school agree to comply with the school Code of Conduct by virtue of that act. Any breaches of the code of conduct may result in action from the school or department. (See Unacceptable Conduct and Breaches, Attachment B)

Aims:

- To establish clear shared expectations of respectful and responsible behaviours for students, staff, parents, carers, visitors, volunteers and contractors
- To assist the school in providing a safe and positive educational environment
- To ensure that the reputation of the school is not damaged by inappropriate behaviour

Shared Responsibility:

Everyone who enters or engages with NT Government schools has the right to feel safe, supported and respected. With strong partnerships, a culture of kindness and respectful communication, we strengthen belonging, wellbeing, attendance and learning.

Respectful behaviour is required from every adult and every student, every day. Violence, aggression and abuse will not be tolerated in any Northern Territory Government school.

The use of social media or online platforms to criticise, harass, intimidate or otherwise disrespect a school, its staff or its students is also unacceptable.

Schools will take action early and consistently to address inappropriate behaviour.

Implementation:

- The Code of Conduct is presented to staff at the commencement of the school year and to new employees at the commencement of their employment
- The Code of Conduct for Parents, Visitors and Volunteers to be displayed throughout the school
- The Code of Conduct for Parents, Visitors and Volunteers to be displayed on the school website
- All persons over 15 years of age who are present on school premises (including DET employees, school body employees, external contractors and volunteers, but excluding enrolled students) whose work involves or may potentially involve contact with children, require a **Working with Children Clearance Notice** (or "Ochre Card"). A specific exemption is available to parents who volunteer in their child's class under the supervision of the teacher (not overnight excursions)
- All school employees undertake **Mandatory Reporting** training and are aware of the mandatory reporting obligations
- All school staff wear identification badges
- Visitors are required to sign in and out of the school in the sign in iPad or book

CODE OF CONDUCT

1. Professional and appropriate behaviour

Recognise and respect the authority of the school principal.

Accept and follow all reasonable instructions from the principal/leadership and seek clarification where there is uncertainty of tasks or requirements.

Perform work duties competently and responsibly, with a focus on delivering or supporting high quality educational services to students.

Be aware that unlawful or unprofessional conduct, even in a private capacity, which damages the reputation of the school or the department, may lead to appropriate disciplinary action.

Individuals are expected to comply with all relevant laws, regulations, policies and procedures, be honest and fair, dress appropriately, act in a professional way that shows respect for others and models appropriate standards for students. Individuals must also ensure that any public comment made by them is not capable of being implied to represent the official view of the school or the department.

DET adopts a zero tolerance approach to occupational violence. Behaviour that a reasonable person would consider to be offensive, intimidating, humiliating, aggressive, threatening or abusive is not acceptable. Not harass, victimise or discriminate against any person on the basis of personal attributes e.g. disability, age, gender, race, religion, political affiliation, marital status, sexual preference.

2. Interaction with students

Recognise that staff members whose work involves communicating with students have a special responsibility in providing appropriate role models for those students. Communication with parents, staff and students remains on a professional basis at all times.

Staff members are strongly discouraged from communicating with students currently enrolled in any NT school using:

- a personal mobile phone, either verbally or by text message;
- a private or personal email address; or
- internet social networks such as Facebook, MySpace or YouTube.

Should a valid reason exist (e.g. family relationship, sports coaching) for staff to be communicating with students, this should be discussed with the principal in the first instance.

Staff members foster a safe, welcoming environment that values all students' diverse backgrounds and abilities.

3. Duty of care

Duty of care is the obligation to do everything reasonably practicable to protect others from foreseeable harm. When participating in school activities, all individuals must take reasonable care to avoid foreseeable risk to others, particularly students.

By virtue of their position, teachers owe a special duty of care to students which cannot be delegated to a non-teacher. Staff are to supervise students actively and support safe movement while modelling calm, professional and inclusive behaviour.

4. Privacy and confidentiality

Maintain confidentiality and share relevant information appropriately to support student success.

5. Legislation, policy and procedures

Comply with all relevant laws, regulations, policies and procedures.

Declare a potential or actual conflict of interest, including external employment, to the school principal.

Only take leave of absence from work duties when authorised to do so by the school principal or delegate.

Be aware of and comply with the school's records management procedures, maintain the security of all official school information and documents and ensure compliance with relevant privacy legislation.

Report any unethical or inappropriate behaviour, breaches of the law, departmental or school policies and directives, to a supervisor or the school principal.

Comply with relevant laws and protocols when in 'prescribed areas' of the Northern Territory.

6. Health and safety

Observe safe work practices including complying with relevant health and safety regulations e.g. wearing protective clothing and footwear, reporting any problems, incidents, injury or property damage as they arise to the school principal.

Not possess, supply, consume or be affected by alcohol or illicit drugs in any circumstances during hours of duty when in contact with students.

Not supply, distribute to or encourage the use of alcohol or illicit drugs by students or other school members.

Observe the department's Smoke-free Premises Policy.

7. Use of school resources

Act within delegated authority and comply with legislative requirements, policies and procedures when purchasing or managing resources on behalf of the school.

Only use school or departmental equipment, resources and consumable items for the work and business of the school to the extent as permitted. Approval must be gained from the Principal for the use of school equipment and resources off site.

Comply with the acceptable use of resources and electronic communications as outlined in the Northern Territory Government ICT Policy.

Care must be taken to ensure there is no breach of copyright law or licencing arrangements when copying any school property such as software, work sheets and reference materials.

8. Mobile phones and electronic devices

Personal emails, internet search, phone calls and texting, etc. should be limited to emergencies only during class /work time.

9. Parents, Visitors and Volunteers

All parents, visitors and volunteers must be aware of and comply with the Code of Conduct for Parents, Visitors and Volunteers as outlined in Attachment A.

CODE OF CONDUCT FOR PARENTS, VISITORS AND VOLUNTEERS

A range of individuals provide services and support to schools. This may include interaction with students in a vast array of activities including excursions outside school hours, parents visiting the school at drop off/pickup times, participating in class or school activities or communicating with staff. To assist the school in providing a safe and positive educational environment, all individuals on school premises or undertaking school activities are expected to:

- recognise and respect the authority of the school principal
- accept and follow all reasonable instructions from the principal/leadership/contact person and seek clarification where there is uncertainty of tasks or requirements
- comply with all relevant laws, regulations, policies and procedures
- communicate calmly and respectfully with school staff and families, in person, online and over the phone
- be honest and fair, dress appropriately and act in a professional way that shows respect for others and models appropriate standards for students
- observe confidentiality in respect of all information gained through participation in school activities - all information held by schools should be handled with care and individuals should not discuss nor disclose personal information about students, staff or students' parents/carers that may have been accessed in the course of their duties
- respect the privacy of students, staff and families
- observe safe work practices which includes complying with relevant health and safety regulations e.g. wearing protective clothing and footwear, reporting any problems, incidents, injury or property damage as they arise to the school principal
- report any unethical or inappropriate behaviour, breaches of the law, departmental or school policies and directives, to a supervisor or the school principal in a calm and constructive way
- observe the department's zero tolerance approach to occupational violence and not behave in ways that a reasonable person would consider to be offensive, intimidating, humiliating, aggressive, threatening, abusive or damaging to DET and/or the school
- not harass, victimise or discriminate against any person on the basis of personal attributes e.g. disability, age, gender, race, religion, political affiliation, marital status, sexual preference
- not possess, supply, consume or be affected by alcohol or illicit drugs in any circumstances during hours of duty when in contact with students
- not supply, distribute to or encourage the use of alcohol or illicit drugs by students or other school members
- observe the Department's Smoke-free Premises Policy
- only use school or departmental equipment, resources and consumable items for the work and business of the school to the extent as permitted, and where appropriate, comply with the acceptable use of resources and electronic communications as outlined in the Northern Territory Government ICT Policy
- observe the school's rules and procedures governing the acceptable and appropriate use of electronic devices including mobile phones in the school environment
- not audio or video record conversations or meetings with staff as this does not create a culture of collaboration and trust
- if making public comment or entering into public debate on political, social and school issues, make it clear that the comments are made in a private capacity and do not represent the official view of the school or the department
- comply with relevant laws and protocols when in 'prescribed areas' of the Northern Territory
- support your child's attendance, wellbeing and learning, including safe and responsible technology use

- work in partnership with the school to support your child's success
- help maintain a welcoming environment

Attachment B

UNACCEPTABLE CONDUCT

Unacceptable behaviour in NT Government schools will not be tolerated. To maintain safe and respectful school environments the following behaviours are prohibited:

- intimidating, aggressive, abusive, disrespectful, rude or humiliating behaviour
- harassing, victimising, or discriminating against anyone
- cultural, racial, or religious hate speech
- actions that put the health, safety, or wellbeing of others at risk
- damaging the reputation of the school, staff, or students
- misusing social media, phones, email, or other digital platforms
- sharing or using photos, videos, or recordings of students, staff, or the school community inappropriately
- sharing private information about staff or students gained through school activities
- coming onto school grounds under the influence of drugs or alcohol or trying to supply them to staff or students.

BREACHES

Breaches of the Code of conduct in schools will be managed in line with relevant legislation, department policy and the Code of conduct in schools - guidelines. Serious breaches may result in being issued a trespass notice by the school, NT Police involvement, or other legal action.

Breaches will be:

- managed promptly and proportionately
- documented accurately
- escalated where necessary

Serious breaches must be reported to the principal and relevant authorities immediately.

Consequences for school community members who breach the Code of conduct may include:

- verbal reminder of obligations under the Code of conduct or warning of consequences
- written warning and documentation of the breach and intended action
- requirement to participate in mediation or restorative justice practices
- restricted access to school premises or activities
- suspension or termination of volunteering or service engagement
- formal exclusion from school premises under relevant legislation
- referral to external authorities for serious matters, for example: violence, threats, child safety concerns.

DET Respect and Responsibility in Schools



NORTHERN TERRITORY GOVERNMENT

Department of EDUCATION AND TRAINING

Respect and Responsibility in Schools

Expected behaviours

These expectations apply to everyone on school grounds.

Staff

- Supervise students actively and support safe movement while modelling calm, professional and inclusive behaviour
- Foster a safe, welcoming environment that values all students' diverse backgrounds and abilities
- Maintain confidentiality and share relevant information appropriately to support student success.

Students

- Be kind, respectful and responsible
- Follow instructions and move safely around the school
- Use respectful language and behaviour in person and online
- Care for shared spaces, resources, and our school environment
- Come ready to learn and use tech responsibly
- Ask for help when you need it - we are here to support you.

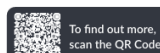
Parents & Carers

- Communicate calmly and respectfully with school staff and families, in person, online and over the phone
- Support your child's attendance, wellbeing and learning, including safe and responsible technology use
- Raise concerns through the appropriate channels in a calm and constructive way
- Work in partnership with the school to support your child's success.

Visitors & Contractors

- Act safely and respectfully at all times
- Respect the privacy of students, staff and families
- Help maintain a welcoming environment.

How we work together: Be There. Be Safe. Belong.
These three cues help everyone remember what matters most: show up, act safely and help each other feel included.





NORTHERN TERRITORY GOVERNMENT

Department of EDUCATION AND TRAINING

Respect and Responsibility in Schools

Our shared expectations

Respect and responsibility are the foundation of safe and strong schools. School communities thrive when there is trust, connections and shared responsibilities.

Through respectful and responsible behaviour our school is safe and inclusive, every child is known, valued and supported to reach their full potential.

With strong partnerships and a culture of kindness, responsibility, and respectful communication, we strengthen belonging, wellbeing, attendance and learning.

Purpose

This framework outlines how we are respectful and responsible, creating safe and inclusive school communities for everyone.

Applies to

Staff, students, parents and carers, volunteers, contractors and visitors.

We are committed to:

- Safety & wellbeing**
- Respect**
- Responsibility**
- Partnership**

In our schools:

- Everyone has the right to feel safe
- We act in ways that keep ourselves and others safe
- We respond early to concerns and support each other.
- We treat others with dignity, kindness and fairness
- We use clear, calm and respectful language.
- We take responsibility for our actions and choices
- We maintain high, yet achievable standards and support others to do the same
- We act with honesty and integrity
- We raise concerns in ways that support positive outcomes.
- We work together to support student attendance, wellbeing and learning
- We remove barriers so children and adults can participate fully
- We share information clearly and respectfully
- We support each other to solve problems.

How we work together: Be There. Be Safe. Belong.
These three cues help everyone remember what matters most: show up, act safely and help each other feel included.

