



VCAL COMMUNITY CODE OF CONDUCT

CONTEXT & DEFINITIONS

Skillinvest believes in the importance of working collaboratively with parent/guardians to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe environments for young people.

This Code of Conduct sets out our behavioural expectations of all members in this community, including Skillinvest leaders, educators, admin staff, parents, guardians, students and visitors. It respects the diversity of individuals in our community and addresses the shared responsibilities of all members in building a safe environment.

Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated at Skillinvest.

Our Code of Conduct acknowledges that parents/guardians and staff are strongly motivated to do their best for every student.

The leadership of Skillinvest will:

- Work collaboratively to create an environment where respectful and safe conduct is expected of everyone.
- Ensure compliance with the Child Safe Standards
- Behave in a manner consistent with the standards of our profession and meet core responsibilities to provide inclusive, safe and orderly environments.
- Plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at Skillinvest is protected.
- Identify and support students who are, or may be, at risk.
- Do our best to ensure every student achieves their personal and learning potential.
- Work with parent/guardians to understand their child's needs and, where necessary, adapt the learning environment accordingly.
- Respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and sanctions when required.
- Make known to parent/guardians the Skillinvest communication and complaints procedures.
- Ask any person who is acting in an offensive or disorderly way to leave the premises, where this behaviour is not able to be suitably modified to conform to expectations of acceptable behaviour.



Members of the Skillinvest Community, including all staff, students, parents, guardians, visitors and volunteers will:

- Model positive behaviour to the Skillinvest community.
- Treat other members of the Skillinvest community with respect.
- Support Skillinvest staff to maintain a safe and orderly learning environment for all students, including compliance with the Child Safe Standards

Unreasonable behaviours

Behaviours that are considered inappropriate on and adjacent to Skillinvest grounds or in relation to representing Skillinvest in the community (e.g. on excursions or external activities) and that do not uphold the values of this Code of Conduct include, but are not limited to, when a person:

- is rude, aggressive or harasses others
- sends rude, confronting or threatening letters, emails or text messages
- is manipulative or threatening
- speaks in an aggressive tone, either in person or over the telephone
- makes sexist, racist or derogatory comments
- inappropriately uses social media as a forum to raise concerns/make complaints against Skillinvest or a student or staff member.
- Is physically intimidating, e.g. standing very close.

Consequences

The Training Manager (or their nominee) is responsible for determining what constitutes reasonable and unreasonable behaviour.

Unreasonable behaviour and/or failure to uphold the values of this Code of Conduct may lead to further investigation and the implementation of appropriate consequences. This may include, but is not limited to:

- utilising mediation and counselling services.
- alternative communication strategies being applied.
- formal notice preventing entry onto Skillinvest premises or attendance at Skillinvest activities. Written notice will follow any verbal notice given.
- an intervention order being sought.
- informing the police which may result in charges.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENTS HAVE THE RIGHT TO:	STUDENTS HAVE A RESPONSIBILITY TO:
<ul style="list-style-type: none"> • Be treated fairly and with respect • A safe and secure environment that is free from bullying and harassment • Be listened to when explaining themselves in a clear and civil manner • Be valued as members of the Skillinvest Community • Exemplary role models in the form of all Skillinvest staff • Participate fully in the educational programs of Skillinvest • A learning program that is designed to meet their learning needs • Regular feedback in relation to their course progress • Access support services provided by Skillinvest • Access to Skillinvest network services with reference to the Acceptable Use agreement • Skillinvest facilities that are free from litter, graffiti and other damage 	<ul style="list-style-type: none"> • Treat all Skillinvest leaders, staff, students and other members of the community with respect at all times. • Abide by all policies including, but not limited to: <ul style="list-style-type: none"> ▪ Attendance Policy ▪ Anti-Bullying Policy ▪ Digital Devices Policy ▪ Student Code of Conduct • Not bully or harass other students (including cyber-bullying) • Report instances of bullying behaviour • Speak in a civil manner when discussing behavioural matters with Skillinvest staff • Behave in a positive manner that contributes to the learning of fellow students and enables educators to teach in an atmosphere of cooperation. • Follow any reasonable and clearly communicated instructions given by educators or Skillinvest staff. • Take responsibility for their learning and conduct while at Skillinvest. • Arrive at Skillinvest punctually, prepared for the activities of the day. • Seek support from their educators to facilitate their learning and development • Respect and not damage or deface Skillinvest facilities

EDUCATOR RIGHTS AND RESPONSIBILITIES

EDUCATORS HAVE A RIGHT TO:	EDUCATORS HAVE A RESPONSIBILITY TO:
<ul style="list-style-type: none"> • Expect students to follow reasonable and clearly communicated instructions given in the performance of their duties • Expect that students observe all classroom and Skillinvest rules and expectations as documented in the Student Code of Conduct • Expect that they will be able to teach in an orderly and cooperative environment • Expect students to be punctual and regularly in attendance • Use their discretion in the application of rules and consequences in relation to the Student Code of Conduct • Be informed, within privacy requirements, about matters relating to students that will affect the teaching and learning program for that student • Receive respect and support from the Skillinvest community 	<ul style="list-style-type: none"> • Treat all members of the Skillinvest community with respect, fairness and dignity • To meet the needs of younger students, vulnerable students and those with additional needs. • Use positive reinforcement and encouragement to develop a growth mindset in their learners • Develop positive and productive working relationships with students • Know the content they teach • Plan and assess for effective learning • Create and maintain safe, secure and challenging learning environments inclusive of upholding the Child Safe Standards • Be punctual and prepared for class • Develop a range of teaching resources and strategies to engage students in effective learning • Provide students with accurate and timely feedback on their learning progress • Keep parents and guardians informed of student progress and learning • Accurately mark class attendance in a timely and consistent manner twice daily • Follow up absences and assist with barriers to attendance • Implement all other relevant Skillinvest policies • Access wellbeing and referral services when required



PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

PARENT/GUARDIANS HAVE THE RIGHT TO:	PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:
<ul style="list-style-type: none"> • Expect that their children will be educated in a safe, secure environment in which care, courtesy and respect for the rights of others are encouraged • Expect communication and participation in their child’s education • Expect a positive and supportive approach to their child’s learning 	<ul style="list-style-type: none"> • Promote positive educational outcomes for their children by taking an active interest in their child’s educational progress and by modelling positive behaviours • Ensure their child’s regular and punctual attendance • Engage in regular and constructive communication with Skillinvest staff regarding their child’s learning. • Support Skillinvest in maintaining a safe and respectful learning environment for all students inclusive of upholding the Child Safe Standards • Build positive relationships with members of Skillinvest • Promote respectful relationships • Treat Skillinvest leaders, staff, students and other members of the community with respect at all times.