

POLICY NUMBER: SSCPOL018:3**POLICY TITLE: Student Code of Conduct**

Supersedes: SSCPOL018:2

Release Date: January 2020

Review Date: January 2021

1.0 PURPOSE AND SCOPE

The purpose of this policy is to ensure all Skillset Senior College Limited (SSC) staff and students understand SSC principles of individual responsibility for meeting required behavioural expectations.

Our behaviour within the College can contribute positively to creating a productive and harmonious environment in which SSC students can be inspired and achieve their full potential. However, when behaviour is inappropriate or dysfunctional it can have serious consequences on productivity, the job satisfaction of teachers and on the physical and psychological well-being of all students. The SSC Code of Conduct (referred to as “the Code” therein) sets out the behaviour or conduct expected of all students at all locations and in all situations.

All students of SSC have a duty of care to each other and must comply at all times with the Code. SSC aims to prevent and minimise behaviour which may adversely affect the harmony of the College and/or cause harm or injury to others.

The Code applies to all SSC students and relates to the behaviour of students towards each other and others we interact with (including SSC staff and Skillset Limited staff).

This policy relates to all SSC students and staff

2.0 POLICY**2.1 Principles of Acceptable Behaviour**

The Code describes how students should treat other students and staff of the College and the Skillset Limited staff that support them. In summary, the Code requires that students model appropriate behaviour and standards of conduct and therefore behave:

- lawfully
- honestly
- respectfully
- equitably
- responsibly
- productively
- safely
- ethically
- fairly
- impartially
- with sensitivity to their rights
- in the interests of the student body and the College in general.

Behaviour or conduct which is not consistent with the Code is unacceptable and will not be tolerated at SSC. The SSC Head of College, Deputy Head of College, Campus Co-ordinators and teaching staff have a responsibility to take action in relation to unacceptable behaviour.

Reports or complaints of unacceptable behaviour will be taken seriously by SSC and handled in a confidential, impartial and fair manner, taking into account the principles of procedural fairness (as per SSCPOL037). SSC is obliged to take action when it becomes aware of unacceptable behaviour which may have an adverse effect on the well-being of students or staff.

Authorised by: Abbey Barrett

Position: SSC Head of College

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2.2 Unacceptable Behaviour

Unacceptable behaviour is inconsistent with the behaviour described in the Code. Differing social and cultural standards may mean that behaviour that is acceptable to some, may be perceived as unacceptable or unreasonable to others. In determining whether behaviour is acceptable or reasonable, consider what a “reasonable person” would judge to be unacceptable or unreasonable having regards to the circumstances. The information below provides further guidance on what is unacceptable behaviour at SSC.

Examples of Unacceptable Behaviour

Behaviour which would be considered unacceptable includes (but is not limited to) the following:

- Aggressive or abusive behaviour such as threatening gestures or actual violence or assault
- Verbal abuse (for example, yelling, screaming, abusive or offensive language)
- Being under the influence of illicit drugs or impaired by alcohol
- Unsafe behaviour which may harm staff member or students
- Bullying, harassment or intimidation (Refer 2.3. for the SSC definition of Bullying)
- Stalking
- Unwelcome physical contact including that of a sexual, intimate or threatening nature
- Teasing, name calling or ridicule or making someone the ‘brunt’ of pranks or practical jokes
- Withholding approval for or denial of requests maliciously, discriminatorily, unfairly or without basis
- Excluding or isolating individuals
- Undermining performance, reputation or professionalism of others by deliberately withholding information, resources or authorisation or supplying incorrect information
- Malicious or mischievous gossip or complaint
- Abusive or harassing notes, emails, telephone calls, text messages, etc during or after working hours
- Belittling opinions or unreasonable and unconstructive criticism
- Offensive gestures and behaviour
- Stealing or misuse of College resources
- Viewing inappropriate images or pornography in hard copy or electronically

2.3 Definition of Bullying

“Bullying” is defined as repeated less favourable treatment of a student by another student or others which is considered unreasonable and inappropriate. It includes behaviour which intimidates, offends, degrades, humiliates, undermines or threatens. Bullying may take place in private or in front of others. Whether or not the student responsible for the behaviour intends to harm, the effect of the behaviour is harmful. A single incident of bullying behaviour is unacceptable behaviour and will not be ignored or condoned.

Students are asked to conduct themselves in accordance with the code whilst involved with SSC, both on premises and on SSC outings. This Code of Conduct should serve as a guideline for teachers to assess student participation levels

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