



## POSITIVE BEHAVIOUR POLICY

### Rationale

At Albert Street Primary School, we aim to provide an open, welcoming, inclusive and safe environment for all members of our school community. We believe that parents are valuable contributors and participants in the life of our school. It is our belief that we can achieve something great together by living the values of Albert Street.

This policy is designed to help everyone as a community achieve our vision:

*The community of Albert Street Primary School encourages everyone to dare to dream and reach their potential in supportive, caring environments. Together we recognise and celebrate our success.*

Our School Values are outlined in the School Strategic Plan, which has been developed with the whole school community and is located on the School website. Our values are: Partnership, Respect, Optimism and Pride and form the basis of the behaviour expected from all Albert Street Community members.

### Aim

An engaged community who share and live our school's vision and values and who support our endeavours, is critical in helping us to build and maintain an effective school environment so our children can achieve their dreams. Appropriate conduct on school grounds by everyone is central to ensuring we achieve this goal. This document is intended to:

- Communicate the School's expectation as to how parents conduct themselves when on school grounds
- Provide a Code of Conduct to guide parents/guardians/visitors/volunteers in their interaction with staff, students, other parents/guardians and any other member of our school community
- Explain how to direct concerns
- Ensure every member of the school community has the right to be free from bullying.
- Every member of the school community has an understanding of what is and isn't bullying.

### Definitions of Bullying:

***Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.***

Bullying has three main features

1. *Direct physical bullying*—e.g. hitting, tripping and pushing or damaging property.
2. *Direct verbal bullying* – e.g. name calling, insults, homophobic or racist remarks, verbal abuse.

3. *Indirect bullying* – e.g. spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude a person and/or damaging a person's social reputation or social acceptance.

*Cyberbullying* is direct or indirect bullying behaviours using digital technology. For example via a mobile phone, tablets, computers, chat rooms, email, social media, etc. It can be verbal, written or include use of images, video and/or audio.

*Mutual conflict* involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

*Social rejection or dislike* is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

*Single-episode attacks* of harassment, nastiness or physical aggression are not the same as bullying. If someone is verbally abused or pushed on one occasion, they are not being bullied. However, single episodes of harassment, nastiness or physical aggression are not acceptable behaviours at our school.

Many distressing behaviours may not constitute bullying even though they are unpleasant. Students who are involved in or who witness any distressing behaviours of concern are encouraged to report their concerns to school staff.

### Behaviour on School Grounds

As parents/guardians, you are our students' biggest role model. Accordingly, the school expects all students to be in a safe and harmonious environment where a high standard of personal behaviour is expected from all persons when on school grounds, including but not limited to such things as:

- Refraining from offensive, insulting or derogatory language or conduct on school grounds. This includes wearing clothing with offensive language, gestures or images
- Dressing appropriately. Going barefoot or without a shirt is not appropriate and revealing clothing or beach wear should be avoided
- Department of Education facilities are strictly non-smoking. Please refrain from smoking in the presence or within sight of students
- Not entering school grounds if in possession of or affected by alcohol, drugs or any other intoxicant

### Code of Conduct for Parents/Guardians/Visitors

A code of conduct for parents, guardians and visitors ensures that everyone who enters the school grounds is able to do so in a safe and harmonious manner. Parents/Guardians are expected to interact civilly with staff, students and other parents/guardians at all times. Abusive language, raising your voice, insulting or violent behaviour to anyone on school grounds is not appropriate.

Parents/Guardians/Visitors are expected to:

- Treat all persons associated with the school with respect and courtesy
- Ensure their child/children are punctual to class
- Make appointments in advance to obtain an interview
- Allow staff to supervise and manage students without interruption
- Allow staff reasonable time to investigate and resolve student issues

- Discuss issues or concerns about the school, staff or students using the correct process
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed

### **Consequences for Not Following Code of Conduct**

The Principal (or nominee) has the legal authority to:

- Direct the person to immediately leave the school grounds
- Call the police to remove the person should he/she refuse
- Withdraw future permission (in writing) for the person to enter school grounds without permission of the Principal
- Seek legal advice

Any person displaying any of the behaviours listed below or any other action that contravenes this Code of Conduct will be dealt with according to the **“Consequences for Not Following the Code of Conduct”**.

- Physical assault or threatened physical assault towards students, staff, parents or community members at the school or during the course of school activities
- Inappropriate behaviour and/or use of social media that causes alarm or concern to staff, parents or other visitors
- Use of offensive language (ie swearing) in the presence of students, staff or other visitors to the school
- Any interruption to the learning environment of the school such as entering classrooms without permission

### **Raising Concerns**

Parents/Guardians have the right to raise issues and concerns related to the education of their child or any other school matter and from time to time may need to approach the school for any number of reasons including (but not limited to):

- Discuss the progress or welfare of their child
- Express concerns about actions of other students
- Discuss concerns about another parent/guardian
- Express concern about actions of staff
- Enquire about school policy or practice

Parents should ensure that they raise their issues or concerns with the right person (see table below), follow the correct communication channels and do so in a respectful manner upholding our School Values. It is therefore necessary to have procedures to raise concerns as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together. Additional information can be obtained by referring to the Department of Education Complaints Policy which is available on its website at [www.education.vic.gov.au/school/parents/complaints](http://www.education.vic.gov.au/school/parents/complaints)

### **Aims**

On occasions, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere. This Positive Behaviour Policy aims to:

- Provide a guide (see table below) in order that concerns are raised in an open and fair manner
- Ensure the rights of students and parents are respected and upheld

- Support sensitivity and confidentiality
- Help reach an agreed solution
- Set the standard of behaviour expected by all members of our School Community

Concern	Appropriate Action
The academic progress of your child	<ul style="list-style-type: none"> <li>• Directly contact your child's teacher either by note, Sentral Parent Portal, or by phone to arrange an appropriate time to discuss any issues</li> </ul>
The welfare of your child	<ul style="list-style-type: none"> <li>• For minor issues contact your child's teacher to clarify information</li> <li>• For more serious concerns, contact the office. State the nature of concern and arrange a suitable time to speak with your child's teacher or appropriate member of staff</li> <li>• To update your address, telephone number, emergency contact, court orders, health issues, emotional and social concerns, please contact the office</li> </ul>
Actions of other students	<ul style="list-style-type: none"> <li>• Contact your child's teacher for concerns in the classroom and to clarify information</li> <li>• Contact the Welfare Officer or Principal for playground issues</li> </ul>
School Policy or Practice	<ul style="list-style-type: none"> <li>• Contact the office, state nature of concern and make an appointment to see the principal and/or appropriate member of staff</li> </ul>
Actions of a Staff Member	<ul style="list-style-type: none"> <li>• Contact the office. Contact can be made in person, by phone, or by e-mail to state the nature of the concern and make an appointment to see the principal. Refer to the school website for e-mail contacts.</li> </ul>

It is important parents and guardians who witness inappropriate behaviour be proactive by:

- Remaining to observe the incident
- Notifying a staff member to take action as soon as possible

It is for the safety of all concerned including the parents/guardians to follow these procedures. The staff takes any issues seriously that are brought to their attention. When parents/guardians express their concerns to the school they can expect to be treated with courtesy and respect in order to resolve the matter.

When following these procedures, it is anticipated that when parents/guardians appropriately direct their concerns this will contribute to a calm and caring environment that reflects the schools values of Partnership, Respect, Optimism and Pride.

## Visitor and Volunteer Helpers

Throughout the school year volunteers assist in the classrooms, the canteen and around the school in many facets of education.

**Parents and other volunteers assisting with the activities do so on the understanding that:**

- Teachers are responsible for the programs operating within the classroom and/or school
- Teachers are in charge and have ultimate responsibility for the safety, welfare and care of the students
- Visitors/volunteers accept joint responsibility for the children in their care for the duration of their time at school
- Their conduct and manners should at all times be acceptable and an appropriate model for students
- Department of Education facilities and surrounding grounds are strictly non-smoking
- There is no consumption of alcohol prior to working with children
- Co-operate with teachers in charge to ensure safety and welfare of students
- Sign visitors register upon arrival and departure located at the office for OH&S purposes
- Obtain and wear a visitors badge as identification whilst assisting at the school
- Under the Child Protection Act volunteers require a Working With Children Check (WWCC)

**Confidentiality is of utmost importance. Parents/Guardians, visitors and volunteers are not to discuss any information they obtain at school, with anybody other than the classroom teacher or the Principal. More information can be obtained from “Privacy in the School Community Policy” and “Child Safety Policy” located on the school’s website.**

Any parent, visitor or volunteer helper not fulfilling these requirements may be excluded from volunteering at the school.

Policy last reviewed	May 2025
Consultation	School Council
Approved by	Principal
Next scheduled review date	May 2028