



# Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

## CODE OF CONDUCT

At Epsom Girls Grammar School it is important that all members of the School community are engaged in respectful learning relationships that support differing points of view or perspectives. Students, staff, parents, and volunteers are integral parts of the School community. It is important to demonstrate respectful behaviours towards each other at all times, so that the individual and collective mana of all members of the School community is upheld in all circumstances.

Respectful behaviours can include the following:

- Adhering to the standards and protocols the School has established to ensure individual and collective mana is maintained.
- Listening attentively and carefully to others with an open mind.
- Asking questions in order to clarify and better understand other perspectives.
- Suspending judgement and providing the other party the chance to explain.
- Working towards resolution in a mutually cooperative manner.
- Using a neutral tone of voice when communicating with the other party.
- Demonstrate respectful and appropriate body language and be aware of the impact of your own and the other party's body language.
- Maintaining personal space.
- By being aware of how we talk about and with others within the School community.
- The cultural perspective of all involved is acknowledged.
- To be open and honest about any concerns or issues.
- To respect and follow the protocols of the School facilities.
- To respect diversity within the School community.

## STAFF CODE

All staff members are an integral and greatly valued part of the School community. All staff must adhere to the relevant regulatory and statutory requirements and obey the law at all times.

- Staff must ensure that learning is the top priority of the School community.
- Staff must ensure that reflective practice is an integral part of their everyday actions.
- All staff are expected to contribute constructively to the School community in the following ways by being:
  - Inclusive
  - Supportive
  - Positive
  - Informed
  - Reliable; meeting all obligations to others
  - Punctual
  - Friendly
  - Ethical and professional in all forms of communication.

- Staff must be aware of any possible conflicts of interest. Some areas of possible conflict of interest are:
  - Communication: awareness of any vested interest when giving information about enrolment, careers, and subject choices.
  - Employment: being transparent by disclosing friendships or family relationships.
  - Student learning and assessment: tutoring other teachers' students, staff children, counsellng students.
  - Financial interest: For example, using the School facilities for personal gain.
- Staff must be aware of maintaining professional boundaries in order to ensure professional safety and student welfare.
- Some possibilities are:
  - Contact with the media is through the Principal
  - Cell phones/digital media
  - After hours contact
  - Security of student files/database
  - Use of student and staff files/database for nonprofessional purposes.

## STUDENT CODE

Students and their learning are the main purpose for all the School community. It is expected that students obey the law at all times.

Students must contribute positively to the learning environment by:

- Being at school and in class on time.
- Being prepared with the appropriate class materials/equipment.
- Wearing uniform correctly.
- Looking after their belongings and respecting those of others.
- Leaving classrooms and school grounds clean and tidy at all times.

At all times students must communicate respectfully with all members of the School community by:

- Using appropriate language in all forms of communication.
- Using good manners; including moving around the school in a thoughtful manner.
- Ensuring phones are "away for the day".
- Show respect and consideration for others (no mocking, name calling, putdowns of any kind).
- Respecting the physical, emotional and learning environment.
- Using digital media appropriately.

Online activity must not breach the Principles of the Harmful Digital Communications Act (2015).

- Use of the name or logo or any branding of Epsom Girls Grammar School (EGGS) in any online activity is prohibited, unless specific permission is granted by the School.
- Establishing an online identity that appears to be an official Epsom Girls Grammar School online identity is prohibited.
- Consent must be gained from a person or persons before photographing, filming, recording or posting images, footage or audio of that person or those persons.
- Posting any harmful or offensive comments, images, footage or audio of yourself or other people is prohibited.

## **PARENT/VOLUNTEER CODE**

Parents and volunteers are an integral and greatly valued part of the School community. Parents and volunteers must adhere to all legal requirements. The following should ensure that all relationships between members of the school community are constructive.

Parents and volunteers must be aware of:

- The need to obey the law at all times.
- The requirement to be police vetted when coaching or tutoring students.
- The School site is smoke and vape free.
- Contact with the media is made with the Principal's permission.
- The School's policy and protocols around the use of alcohol and drugs when in contact with or responsible for students.
- The privacy requirements of the School.
- Potential conflicts of interest. In particular, issues that may arise when working with their own children.
- The School's protocols for effective communication.
- The School's complaints procedure.
- The potential harm of discussing parents, students and staff in a negative manner.