

VCAL Student Code of Conduct Policy

Policy context

Djerriwarrh Community & Education Services (Djerriwarrh) aims to provide a safe and positive learning and working environment for all VCAL students, staff and visitors.

To provide an environment that ensures the care, safety and well-being of everyone, all VCAL students have a responsibility to act in a manner that is respectful towards Djerriwarrh staff, other students, participants in other programs and visitors.

Scope

This policy applies to all VCAL Students and staff.

For students undertaking general education and training programs at Djerriwarrh, refer to PO 027 Participant Conduct Policy.

Behaviour Management

Djerriwarrh uses the following documents as a framework for dealing with VCAL student behaviour management:

- PO 094 VCAL Student Code of Conduct Policy
- PR 094a VCAL Student Behaviour Management Procedure
- PO 001 Access and Equity Policy and Procedure
- PO 007 Information Technology Usage
- PO 008 Client Complaints Policy and Procedure
- PO 046 Workplace Anti Bullying Policy
- PO 066 VCAL Attendance Policy and Procedure
- PO 067 VCAL Student Selection and Enrolment Policy and Procedure
- PO 072 VCAL Student Wellbeing and Duty of Care Policy and Procedure
- PO 083 Child Safety Code of Conduct Policy
- PO 095 VCAL Bullying, Harassment and Cyber Bullying Policy
- FO 370 VCAL Student Code of Conduct
- FO 369 VCAL Student Reflection Sheet
- FO 368 VCAL Student Daily Report
- FO 384 Acceptable User Agreement Form
- VCAL meetings with VCAL Manager/Wellbeing Support/Career & pathways
- VCAL Parent Teacher meetings
- VCAL Warning letters

All students and parents/guardians are provided with information regarding the Code of Conduct and student behaviour expectations at enrolment and through the DO 158 VCAL Student/Parent Handbook.

Students in the VCAL Program are required to review the Student/Parent Handbook and must sign the FO 370 VCAL Student Code of Conduct form which outlines rights and responsibilities and consequences for unacceptable behaviour. Clear expectations set standards for students, parents and staff to promote acceptable behaviour and deal with unacceptable behaviour.

By signing this contract, students agree to commit to the values, principles, codes, policies and procedures of Djerriwarrh. This contract is signed at the commencement of class and/or annually as required.

Teachers are expected to promote a positive classroom environment by:

- establishing predictable, fair and democratic classroom procedures in consultation with students
- providing personalised learning programs when needed
- consistently acknowledging the efforts of all students and providing regular feedback in relation to their progress via school reports and regular phone calls to parents which is also documented
- presenting encouragement awards
- using a range of strategies to allow students to take responsibility for their learning and be involved in decision making
- acknowledging positive behaviour and student strengths
- clearly articulating student behaviour expectations and consequences (revisits the contract students sign)
- providing adequate supervision (managing classroom behaviour)
- ensuring a safe classroom environment
- using restorative practices

Associated Policies	PO 001 Access and Equity Policy PO 006 Privacy Policy PO 007 Information Technology Usage PO 008 Client Complaints Policy PO 046 Workplace Anti Bullying Policy PO 066 VCAL Attendance Policy PO 067 VCAL Student Selection and Enrolment Policy PO 072 VCAL Student Wellbeing and Duty of Care Policy PO 073 Smoke Free Environment Policy PO 074 Cyber Bullying Policy PO 080 Critical Incident Policy PO 083 Child Safety Code of Conduct Policy
Associated Procedures	PR 094a VCAL Student Behaviour Management Procedure

	<p>PR 008a Participant Complaints Procedure</p> <p>PR 027a Participant Conduct Procedure</p> <p>PR 066a VCAL Attendance Procedure</p> <p>PR 067a Student Selection and Enrolment Procedure</p> <p>PR 072a VCAL Student Wellbeing and Duty of Care Procedure</p> <p>PR 072b VCAL Supervision Procedure</p> <p>PR 072c VCAL Excursion Procedure</p> <p>PR 095a VCAL Bullying, Harassment and Cyber Bullying Procedure</p>
<p>Other associated documents</p> <p>Internal</p>	<p>DO 158 VCAL Student/Parent Handbook</p> <p>FO 370 VCAL Student Code of Conduct</p> <p>FO 369 VCAL Student Reflection Sheet</p> <p>FO 368 VCAL Student Daily Report</p> <p>FO 384 Acceptable User Agreement Form</p>
<p>Relevant Legislation</p>	<p>Australian Human Rights Commission Act 1986 (Cth)</p> <p>Charter of Human Rights and Responsibilities Act 2006 (Vic)</p> <p>Child Wellbeing and Safety Act 2005 (Vic)</p> <p>Child Wellbeing and Safety Regulations 2017 (Vic)</p> <p>Disability Act 2006 (Vic)</p> <p>Disability Discrimination Act 1992 (Cth)</p> <p>Disability Regulations 2018</p> <p>Education and Training Reform Act 2006 (Vic)</p> <p>Equal Opportunity Act 2010 (Vic)</p> <p>Human Rights and Equal Opportunity Commission Act 1986 (Cth)</p> <p>Information Privacy Act 2000 (Vic)</p> <p>Occupational Health and Safety Act 2004 (Vic)</p> <p>Privacy Act 1988 (Cth)</p> <p>Privacy and Data Protection Act 2014 (Vic)</p> <p>Racial Discrimination Act 1975 (Cth)</p> <p>Racial and Religious Tolerance Act 2001 (Vic)</p>
<p>Other associated documents</p> <p>External</p>	<p>VRQA Guidelines for Non-school Senior Secondary Education Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary Course</p> <p>VRQA Guidelines for VET Providers</p> <p>AQTF Essential Conditions and Standards for Continuing Registration</p>