



Guildford Grammar School

FOUNDED 1896

Code of Conduct

Policy Statement

Guildford Grammar School requires each member of the School Community to behave in a manner consistent with the School Code of Conduct.

Context

As an Anglican School, Guildford Grammar School has a responsibility to its students, staff and parents to maintain a safe physical and emotional educational environment. The school recognises and promotes the innate worth of all people. The School requires all members of its community to live and work by a code informed by its Christian foundations and thus to develop attitudes, behaviour and conduct based on mutual respect and concern for everyone.

Our Code of Conduct is strongly aligned to the School values of Excellence, Respect, Integrity, Spirituality, Teamwork and Compassion. This Code positively shapes and influences our culture. Our students, staff and other members of the School community will share a commitment to the Code as part of their engagement with the School. Our teams will interact in ways that reflect the Code. All people in our community are responsible for holding themselves and each other accountable for conduct or behaviour that aligns to the Code.

Any noncompliance should be reported to a member of the Strategic Leadership Team. Any report will be handled with regards to fair and just process and privacy principles. This Code of Conduct has been prepared having regard to the *Australian Standard 8002-2003 'Organisational Code of Conduct'*.

Code of Conduct

I will:

- Strive to achieve personal excellence
- Respect and value all individuals equally
- Show appreciation, consideration and compassion for those around me
- Act with honesty and integrity
- Search for spiritual meaning in life which transcends the body and mind
- Inspire others with positive behaviour and words
- Communicate with care and transparency, and be approachable
- Respect and protect property belonging to ourselves, the School and others
- Abide by the law
- Be proud of our School and its reputation; be a positive school ambassador
- Take care to protect myself and others physically, emotionally and spiritually

Strive to achieve personal excellence

What this looks like in our Preparatory School	What this looks like in our Senior School	What this looks like in Staff	What this looks like for parents and adults in our Community
<p>Keep trying even when things are going wrong</p> <p>Learn from your mistakes</p> <p>Be brave and try new things</p>	<p>Be committed to always putting in your best effort</p> <p>Challenge yourself</p> <p>Remain motivated even when things are going wrong</p> <p>Recognise and draw attention to contributions from others</p> <p>Compromise to achieve the best outcome</p> <p>Appreciate the contribution team members, all who make an individual contribution</p> <p>Learn from your mistakes</p>	<p>Aspire to excellence and encourage it by supporting others</p> <p>Model a commitment to being your personal best</p> <p>Recognise strength in individuality and that the excellence of others is unique to them</p> <p>Seek out people who can contribute with valuable and unique skills and expertise</p> <p>Set goals and work together to achieve them</p> <p>Celebrate effort</p>	<p>Encourage your child and our students to strive for personal excellence with a supportive mindset</p> <p>Participate positively and appropriately in your child's school experiences.</p> <p>Recognise strength in individuality and value personal excellence as unique to each person.</p> <p>Celebrate effort</p>

Respect and value all individuals equally

What this looks like in our Preparatory School	What this looks like in our Senior School	What this looks like in Staff	What this looks like for parents and adults in our Community
<p>Listen to others and allow everyone an equal turn to talk and share ideas</p> <p>Think about the ideas of others, their experiences and strengths</p> <p>Learn positive things from other people</p>	<p>Consider others and actively contribute to a positive environment</p> <p>Appreciate the value of unique points of view and experience</p> <p>Try and understand why others are different and learn from them</p> <p>Be tolerant and patient when you don't understand differences</p>	<p>Appreciate others, value uniqueness and respect views that align with GGS values including those different to your own</p> <p>Welcome new perspectives and value diversity</p> <p>Be active in your respect for people by listening and caring</p> <p>Recognise that our behaviour is modelling for others, particularly students</p> <p>Maintain privacy and confidentiality of students, families and colleagues</p> <p>Communicate with others in a respectful and kind manner</p>	<p>Appreciate others, value uniqueness and respect views that align with GGS values including those different to your own</p> <p>Welcome new perspectives and value diversity</p> <p>Be active in your respect for people by listening and caring</p> <p>Recognise that our behaviour may be modelled by others, particularly your child</p> <p>Understand that the School has an obligation to maintain privacy and confidentiality</p> <p>Communicate with others in a respectful and kind manner</p>

Show appreciation, consideration and compassion for those around us

What this looks like in our Preparatory School	What this looks like in our Senior School	What this looks like in Staff	What this looks like for parents and adults in our Community
<p>Thank others and appreciate their efforts and kindness</p> <p>Help others out even when they have not asked for it</p> <p>Praise others when they do something great</p>	<p>Express appreciation, verbally and in actions</p> <p>Give assistance to others</p> <p>Recognise the achievements of others</p> <p>Respond positively to requests for help</p>	<p>Care about local and global issues</p> <p>Extend yourself and offer your time to serve others</p> <p>Celebrate achievements and attempts equally</p> <p>Come from a place of care when addressing professional disagreements or student concerns</p>	<p>Support GGS staff and students by being considerate and caring</p> <p>Work as a team with the school to support staff wellbeing by respecting professional/personal boundaries</p> <p>Adhere to the Schools dedication to ensuring an inclusive, open environment</p>

Act with honesty and integrity

What this looks like in our Preparatory School	What this looks like in our Senior School	What this looks like in Staff	What this looks like for parents and adults in our Community
<p>Tell the truth</p> <p>Act honestly even when no one is looking</p> <p>Speak up if you see someone else suffering or being treated badly</p> <p>Think through 'what is right' before you act</p>	<p>Tell the truth</p> <p>Act honestly even when no one is looking</p> <p>Speak up if you see others being treated poorly</p> <p>Always think through an issue or an action by first considering 'what is right'</p>	<p>Be truthful and hold others accountable for their honesty</p> <p>Reflect when decision making on whether there is integrity in process or principles</p> <p>Declare conflicts of interest and act with good intentions</p> <p>Care about outcomes and impacts</p> <p>Seek first to understand</p> <p>Walk the talk, ensure actions match our words</p>	<p>Be truthful and hold yourself accountable for honesty and integrity in your conduct</p> <p>Declare conflicts of interest and act with good intentions</p> <p>Care about outcomes and impacts</p> <p>Appreciate that matters in a school can be complex and it is not possible always to disclose factors in decision making</p> <p>Seek first to understand</p>

Search for spiritual meaning in life which transcends the body and mind

<i>What this looks like in our Preparatory School</i>	<i>What this looks like in our Senior School</i>	<i>What this looks like in Staff</i>	<i>What this looks like for parents and adults in our Community</i>
<p>Be open to learning about God</p> <p>Have the courage to ask questions</p> <p>Encourage others to share their thoughts and ideas</p>	<p>Be open to learning about God and religious teachings</p> <p>Serve and support others</p> <p>Encourage others to share their spiritual side</p>	<p>Embrace opportunities to enjoy the spiritual part of School life</p> <p>Be graceful and thoughtful with your words and conduct</p> <p>Take time to nurture your spiritual growth and personal wellbeing</p>	<p>Support the School's Anglican ethos</p> <p>Value diversity in faith and the place for all in our school</p> <p>Be graceful and thoughtful with your words and conduct</p>

Inspire others with positive behaviour and words

<i>What this looks like in our Preparatory School</i>	<i>What this looks like in our Senior School</i>	<i>What this looks like in Staff</i>	<i>What this looks like for parents and adults in our Community</i>
<p>Be on time and prepared</p> <p>Encourage others to learn and develop</p> <p>Share your positive thoughts with others so they can be positive too</p> <p>Be proud of yourself and others</p>	<p>Be punctual, polite and prepared</p> <p>Encourage others to learn and develop</p> <p>Find ways to be optimistic and hopeful</p> <p>Be proud of yourself and others</p>	<p>Think about your words (spoken, written or online) and make efforts to be positive and constructive</p> <p>Positively students and colleagues in all forums including sports and competitions</p> <p>Find ways to turn a negative into a positive or an opportunity</p> <p>Manage concerns using appropriate school policies and processes.</p> <p>Be vocally optimistic and forward thinking</p>	<p>Think about your words (spoken, written or online) and make efforts to be positive and constructive</p> <p>Positively support the school, your child and our students in all forums including sports and competitions</p>

Communicate with care and transparency

What this looks like in our Preparatory School	What this looks like in our Senior School	What this looks like in Staff	What this looks like for parents and adults in our Community
<p>Be caring and show others you care</p> <p>Think about your words and behaviour and how others may feel about them</p> <p>Talk about your concerns to someone who might be able to help</p>	<p>Respect privacy</p> <p>Think about your words and behaviour and how others might interpret them</p> <p>Verbalise your concerns to someone who might be able to help</p>	<p>Be open in your communication</p> <p>Be aware of the form of communication, how it may be perceived and where it could end up</p> <p>Recognise that gossip and speculation can be harmful and doesn't add anything positive</p> <p>Proactively manage risks in the wide variety of modern-day communication forums</p> <p>Do not disclose personal information of child other than is necessary to support their educational experience or support their care</p>	<p>Be open in your communication</p> <p>Be aware of the form of communication, how it may be perceived and where it could end up</p> <p>Proactively share information with the school that will help us to provide your child with the best educational experience</p> <p>Recognise that gossip and speculation can be harmful and doesn't add anything positive</p> <p>Appreciate that it is appropriate for the School to only disclose personal information to you that relates to your child</p> <p>Use appropriate school policies and processes to raise any concerns</p>

Respect and protect the property belonging to ourselves, the School and others

What this looks like in our Preparatory School	What this looks like in our Senior School	What this looks like in Staff	What this looks like for parents and adults in our Community
<p>Keep your classroom and School play area safe, neat and tidy environments</p> <p>Tell someone when something does not work or you think it might be dangerous</p> <p>Look after your belongings and help other people to look after theirs</p>	<p>Contribute to a neat and tidy environment</p> <p>Report any concerns about School Property</p> <p>Understand the value of your and the School's equipment and treat it with respect</p> <p>Respect the equipment and facilities of other schools when visiting</p>	<p>Make others aware of the value of property and support services</p> <p>Be an active participant in the management of property and associated items, so they are well maintained and protected</p> <p>Report hazards and risks to an appropriate person for action</p> <p>Act when you receive information on a potential hazard or risk</p>	<p>Encourage your child to care for school property and the belongings of others</p> <p>Report hazards and risks to an appropriate person for action</p> <p>Support the School by respecting school operational and closure times, using property made available to parents responsibly and adhere to traffic management plans</p>

Abide by the law

<i>What this looks like in our Preparatory School</i>	<i>What this looks like in our Senior School</i>	<i>What this looks like in Staff</i>	<i>What this looks like for parents and adults in our Community</i>
<p>Tell an adult you trust if you think something is unsafe or unlawful</p> <p>Tell an adult you trust if you see someone doing something strange</p> <p>Always try and do what you think is right</p>	<p>Think about how not thinking through actions can result in loss of freedom, opportunities and impact on relationships</p> <p>Report illegal acts you observe to a person you trust</p> <p>Don't be a silent observer – you become responsible through lack of action</p>	<p>Be aware of legal obligations</p> <p>Require others to live by the law and report illegal acts to relevant authorities</p> <p>Comply with any government directions existing or new and support the school should a new compliance requirement arise.</p> <p>Be diligent in managing risk and safety</p>	<p>Comply with school rules and regulations</p> <p>Abide by any parenting, custody or other legal parameters that may apply to you and your child</p> <p>Comply with any government directions existing or new and support the school should a new compliance requirement arise</p> <p>Respect privacy principles and do not film, photograph and publish images of anyone without permission</p>

Be proud of our School and its reputation; be a positive school ambassador

<i>What this looks like in our Preparatory School</i>	<i>What this looks like in our Senior School</i>	<i>What this looks like in Staff</i>	<i>What this looks like for parents and adults in our Community</i>
<p>Be proud of the School</p> <p>Share the great things you do at School</p> <p>Take care of your School uniform and wear it with pride</p> <p>Remember to be a good example to others</p>	<p>Be proud of the School's reputation and protect it</p> <p>Remember that you always represent the School at any time you can be associated with it</p> <p>Contribute to a strong school culture that is an example to others</p>	<p>Encourage others to engage with and support our School</p> <p>Talk positively about why you enjoy your relationship with Guildford Grammar School</p> <p>Celebrate the School's milestones, community and heritage</p>	<p>Encourage others to engage with and support our School</p> <p>Talk positively about why you enjoy your relationship with Guildford Grammar School</p> <p>Participate positively the School's milestones, community and heritage</p>

Take care to protect myself and others physically, emotionally and spiritually

What this looks like in our Preparatory School	What this looks like in our Senior School	What this looks like in Staff	What this looks like for parents and adults in our Community
<p>Eat healthy food and exercise</p> <p>Try not to hurt others with actions or words</p> <p>If you feel sad talk to someone that you trust</p> <p>Try and help others who are feeling sad to talk to someone that can help them</p>	<p>Respect your body and mind</p> <p>Recognise that you can hurt others with words, actions and carelessness</p> <p>Value emotional and spiritual wellbeing as much as physical health</p> <p>Don't expose others to potential harm</p>	<p>Support wellbeing in our School Community</p> <p>Be active and encourage others to be the same</p> <p>Appreciate and care for physical and mental health issues in the same way</p> <p>Appreciate that everyone makes mistakes and very rarely do people intend to cause harm to others</p>	<p>Support wellbeing in our School Community</p> <p>Appreciate that everyone makes mistakes and very rarely do people intend to cause harm to others</p> <p>Share information that will enable us to acknowledge or support your child's physical, emotional and spiritual wellbeing</p>



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