



*Saint
Ignatius'
College*

IEY -Year 12
2025

Community Code of Conduct

Go, set the world *alight*.

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SECTION 1: BACKGROUND

1.1 Statement

At Saint Ignatius' College we are committed to our ideal of *cura personalis*, where we promote a sense of belonging and engagement in the life of the community. This is realised in the building of positive and respectful relationships with others, both in the school environment and when attending any event or activity associated with the College.

1.2 Scope

The Community Code of Conduct applies to all parents, caregivers and other members of the Saint Ignatius' College community except those who are employed by the College as a paid employee or in a volunteer capacity. College Personnel have further obligation to comply with professional standards of conduct outlined in the *CESA Code of Conduct*.

Parents and caregivers, when they sign the enrolment contract with the College, are acknowledging that they are bound to this Policy.

1.3 Purpose

This Policy sets out the standards of behaviour that are expected of all members of the College Community and consequences for those who do not comply with those standards.

SECTION 2: PRINCIPLES

2.1 Guiding Principles

The following principles provide the framework for the Community Code of Conduct.

- All members of the community are to be treated with respect and dignity.
- Communications between parents/caregivers, visitors and College Personnel are to be courteous and respectful.
- Members of the College Community are aware of their rights and accept responsibility for protecting their rights and the rights of others.
- Members of the College Community are expected to develop and maintain an environment where conflict or disagreements are addressed in a manner that is respectful, dignified and civil in nature.
- Resolution of conflict is to be done in a peaceful and respectful way.
- Recognise the damage that gossip, rumour, criticism and speculation with other parents/community members through verbal, social media or other means, can do to the College community.

2.2 Standards of Behaviour

All members of the Community must:

- Actively support and model the ideal of *cura personalis*.

- Respect and comply with all applicable legislation and College policies, procedures and guidelines.
- Behave respectfully at all times to staff, students, contractors, volunteers and other community members, through appropriate language, tone of voice and body language.
- Demonstrate honesty and integrity.
- Arrange to meet with staff members at a mutually convenient time.
- Respect diversity in people, their ideas and opinions and treat others fairly.
- Care for College property and the property of others.
- Not take photos, videos, or other recordings of other students and/or parents without their consent.
- Demonstrate good sporting code of conduct and fair play at co-curricular events and refer to the *Co-Curricular Conduct Guidelines*, Appendix A.
- Cooperate and comply with directions given by College Personnel.
- Adhere to safety around the College including;
 - speed limits and signage for drop off/pick up
 - co-operating with the supervised hours of operation, including before and after school (refer to Appendix B)
- Not be in possession of or under the influence of illegal drugs.
- Not possess alcohol on College grounds or be under the influence of alcohol, unless the event has been sanctioned by The College whereby alcohol is served and consumed responsibly and in accordance to Liquor Licencing laws.
- Refer to the *Reporting and Resolving Complaints Policy and Procedure* to report and resolve complaints in a respectful manner.

2.3 Breaches of the Community Code of Conduct

The following will be also classified as breaches of the Community Code of Conduct:

- Use of any object or weapon to threaten, intimidate or injure another person.
- Verbal abuse or threaten to harm another person.
- Intimidate, harass, threaten, or insult any member of the community verbally, via text, email or other electronic means.
- Purposefully hide or not disclose information as documented in the Conditions of Enrolment Contract.

2.4 Consequences

Where a breach of the Community Code of Conduct has occurred, the *Reporting and Resolving Complaints Policy and Procedure - Appendices A and B* will assist in determining who to raise the report to and the ensuing process.

The following steps may be implemented at the discretion of the Principal or delegate:

- Request that the relevant conduct immediately ceases.
- Give a written warning.
- Ban any member of the College Community from attending co-curricular or College events.
- Ban any member of the College Community from being on the College grounds, either temporarily or permanently.
- Direct any communications from the community member to a designated College representative.
- In severe and/or prolonged breaches, terminate the enrolment of the student/s or family.

2.5 Related legislation, documents and sources

- Equal Opportunity Act, 1984
- Liquor Licensing Act, 1997
- CESA Child Protection
- CESA Code of Conduct
- Province Code of Conduct
- Saint Ignatius' College Reporting and Resolving Complaints Policy and Procedure
- Saint Ignatius' College Conditions of Enrolment
- Parent Information Booklets
- Co-curricular Conduct Guidelines

2.6 Document Review

This Policy will be reviewed annually and a record kept of any revisions or updates.

2.7 Revision Record

Document Title	Community Code of Conduct
Document Category	Policy
Document Date	March 2024
Process Owner	Risk and Compliance Officer
Approval Authority	College Board
Approval Date	January 2025
Review Date	January 2026
Revision History	New Policy March 2024 Nov 2024 – inclusion of supervision hours

APPENDICES

Appendix A: Co-curricular Conduct Guidelines

Saint Ignatius' College strives to work with our families in the formation of the young people in our care. It is our belief that students' formation is enhanced by their participation in a wide range of experiences and activities while at school. As such, all students at the College in primary years and above are required to participate in our Co-curricular programs in Arts and Activities, or Sports. The College participates in a number of competitions and associations for students, both inter-school and with non-school clubs and organisations. It is important, therefore, for all members of our College community to have a clear understanding of our expectations and way of proceeding with respect to Co-curricular at the College. This Co-curricular Code of Conduct is included within the broader scope of our Co-curricular Policy document and may be read in conjunction with that. Our code does not attempt to address every possible circumstance that may be encountered within the fields of the Co-curricular Programs, but rather, outlines the key expectations of conduct when involved in Co-curricular.

For All

Co-curricular at Saint Ignatius' College provides many benefits for participants and spectators alike. First and foremost amongst these is enjoyment. As such, a positive attitude to fair play, effort, and authentic encouragement should be promoted at all times, regardless of the level of competition – junior, senior, internal, or external. Exemplary behaviour should be displayed by all in our community – participants, coaches, mentors and spectators. This is particularly important with respect to our interactions with officials, as well as with our opposition and fellow competitors. Respect for all concerned is essential. Finally, for all external competitions, our participants and spectators will be hosts at home matches and visitors when playing away. In all circumstances, we seek to treat others as we would wish to be treated. We hope that all in our community are courteous and helpful in their dealings with others. With these foundational principles in mind, the following further detail is provided for our students, staff/coaches, and spectators.

Students

- Effort – always play, contribute and perform to the best of your ability and give your best effort.
- Positive encouragement for teammates and other participants – always seek to support your teammates or other participants with encouragement, especially in times of challenge or adversity. Team captains and leaders help set the tone here and should be supported by all.
- Respect for officials – never complain to an umpire or official about a decision or judgement, and refrain from appealing for favourable treatments or calling out in any way that could be viewed as disrespectful or trying to influence decisions or results. Once again, captains and leaders should provide the example for all and act on-field to address team members who forget this.
- Respect for opposition and fellow competitors – never engage with opponents or spectators in a negative fashion or be critical of the efforts of others.

Students should be enthusiastic and positive in their support of their coaches, mentors and teammates. As such, they should attend all training sessions, meetings, rehearsals, performances, competitions and matches unless injury, ill health, or personal circumstances prevent this. Clear and timely communication with staff is essential if students, for whatever reason, are to be absent from team activities. Enjoyment, fun, and a positive team culture are best achieved when all in a team work together for the benefit of all.

Coaches/Managers/Teachers-in-Charge (TICs)/Program Leaders

- Acknowledge effort – always seek to be positive with students. Enthusiasm, encouragement, and support, aligned with constructive critique of skill and play, will help to develop team culture.

- Preparation – always plan for training sessions and games in advance. Be punctual to all team training sessions, meetings, and matches, and have necessary equipment and information available.
- Transparency – always communicate clearly with players information related to decisions about selection, position, rotation, etc. Students having varying experiences and roles in games is valued and expected.
- Always strive to be inclusive with all students while acknowledging and recognising that there will be a range of skills and abilities present.
- Maximum participation is fundamental in the planning of sessions to engage all. Always attempt to make training and practice sessions meaningful and purposeful by staying abreast of current methodologies and approaches.
- Respect for officials – always acknowledge the officials prior to competition and at the conclusion of the match. Never criticise or display negative behaviour towards umpires, referees, or officials. Refrain from appealing for favourable treatments or calling out in any way that could be viewed as disrespectful or trying to influence decisions.
- Respect for opposition – always acknowledge the opposition coach prior to competition and at the conclusion of the match. Never engage negatively with opposition players, coaches, or spectators.

Coaches and staff very much set the tone for their teams or groups, and the attitude and behaviour of coaches contributes much to the enjoyment and performance of their students. College coaches, and staff should prioritise the development of 'life skills' (e.g., determination, persistence, judgement, teamwork, communication, enjoyment, performance) over results.

Spectators (Parents, Caregivers, Friends, Students)

- Always attempt to be positive in your support and never openly critical of the performance of players/participants.
- Never openly criticise or display negative behaviour towards umpires, referees, or officials. This includes not calling out, appealing, or pressuring the officials for favourable decisions.
- Never engage negatively with opposition players, coaches, or spectators, either verbally or through gesture or action.
- Always strive to acknowledge and commend good play whenever possible, and refrain from a style of barracking that may be viewed as discouraging or negative.
- Cheering for our players and calling out encouragement, praise and support is the only barracking that should occur.

For many years, the College has promoted the motto of being 'humble in victory and gracious in defeat'. This ideal is best achieved when all in our community work together and support the principles of our program.

The College's Co-curricular Program attempts to provide all students, whatever their level of skill and ability, with opportunities to grow, develop, and enjoy themselves. This Code of Conduct applies to all College Co-curricular Sport and Arts & Activities and to all circumstances where individuals are recognised as representing the College.

Complaints or information related to breaches of this code should be directed to the relevant Sport or Arts & Activities Coordinators at the Junior or Senior School or the Head of Co-curricular.

Appendix B: Supervision during Hours of Operation

At Saint Ignatius' College, your child's safety and care are always our top priority. It is therefore crucial that we ensure they have access to safe, supervised areas before and after school. Below is a reminder of our supervision hours and areas available to students and appreciate parental/carer cooperation in adhering to these times.

Students who attend school outside these supervision times may not be supervised and may not receive the care that is normal during the school day.

Ignatian Early Years

IEY is open from 7:30am – 6:00pm with the minimum of two staff on campus between these times.

- Parents and carers are the only ones allowed to use the gate code and sign in or out of the Kidsoft CCS system. Please do not allow siblings or the child to do this.
- Preschool doors open at 8:30am. Children need to be booked in to early care from 7:30am -8:30am to attend.
- Children not booked into extended care need to be picked up before 3:10pm. Families are asked to phone if they are running late.
- If a child has not been picked up and there has been no contact with the family, the child will be taken to extended care if adult to child ratios allow this to happen or wait in the front office.
- Families are welcome to socialise after picking up their child but are responsible for the safety of their own children and need to watch them closely.
- Families that have picked their child(ren) up at 3:00pm need to vacate the IEY by 3:20pm to allow extended care to use the front yard of the IEY safely and securely.
- Families must also hold the hand of their child(ren) at all times in the carpark. When driving in or reversing in the carpark families need to be very aware that a child may have got away from a parent and drive accordingly.

Junior School

Before School

- Our Out of School Hours Care (OSHC) service is available starting at 7:30am each morning. To book this service, please contact our OSHC Director at OSHC@ignatius.sa.edu.au.
- College supervision officially begins at 8:15am. For safety reasons, students should not be on campus before this time unless they are attending OSHC or participating in supervised co-curricular activities.
- Students who arrive before 8:15am and are not enrolled in OSHC will be placed in the care of OSHC, and a fee will apply.

After School

- After the school day, students may wait in one of the three supervised pick-up areas: Holy Family Piazza (Rec and Year 1), Kiss and Ride area, or outside the Church.
- Students who have after-school activities must wait in the undercroft area for their co-curricular coach.
- Students may only engage in after-school play if actively supervised by a parent/carer.
- OSHC is also available from 3:15pm to 6:00pm. For details on bookings, please contact our OSHC staff.
- Supervision officially ends at 3:35pm. For any students not collected by then, OSHC will be available to ensure they are well looked after, with applicable fees for this service.

Senior School

Before School

- The library opens at 8:00am each morning and is a supervised space where students can study or relax.
- From 8:20am, students are also welcome to be in the courtyard and undercroft areas under supervision.
- No other parts of the College are supervised before 8:20am. Students not engaged in library activities or approved co-curricular training should not be on campus until this time.

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After School

- The library and Academic Hub are supervised until 5:30pm, Monday through Thursday, for students who need extra study time or a safe space before heading home.
- Students should leave campus once their co-curricular activities have concluded and should not remain at the activity venue or elsewhere on campus after hours unless they are in the library or Academic Hub until 5:30pm.