

Care for Ourselves

- Eat healthy foods and drink plenty of water.
- Be sun safe and wear your hat.
- Be in the right place at the right time.
- Wear your school uniform with pride.
- Practise personal hygiene.
- Play safely.

Care for our Learning

- Observe our class vision.
- Follow directions.
- Work to the best of your ability in all activities.
- Be prepared for the school day.
- Use the appropriate noise level for the activity.
- Be considerate of others in all learning situations.



Siena

*Catholic Primary School
Sippy Downs*

Code of Conduct

Care for Each Other

- Be considerate of others' feelings and property.
- Speak politely using encouraging words (i.e. speak to please).
- Listen attentively when someone is speaking.
- Respond when asked or signalled to "Stop, Look, Listen".
- Move safely and in an orderly way.
- Keep hands and feet to yourself.

Care for our School

- Keep our gardens, buildings, equipment and grounds clean and tidy.
- Use school property appropriately.
- Care for our property.
- Remember that we are part of the Siena school family and our actions represent the school.
- Take pride in our school.



NO WAY!

Definition

Bullying is a **repeated** misuse of power causing embarrassment, pain or discomfort to another.

Bullying Happens:

When a person repeatedly:

- is called hurtful, abusive or offensive names.
- is threatened.
- is a target of abusive or obscene language.
- is ridiculed about appearance, gender, abilities or disabilities.
- is teased in a sarcastic or nasty manner.
- has rumours spread about him / her
- has his / her property interfered with.
- has offensive gestures made at him / her.
- has offensive comments written or said about him / her.
- is singled out for unfair treatment or excluded.
- is hit, punched, jostled or pushed around.

It can occur in the following situations; when:

- a child bullies another child.
- a child bullies an adult.
- an adult bullies a child.
- an adult bullies another adult.

Children Can Help by:

- following Siena's four Codes of Conduct:
 - Care for Ourselves**
 - Care for Each Other**
 - Care for our Learning**
 - Care for our School**
- using "Doing the Five" strategy.
 - Friendly Voice**
 - Firm Voice**
 - Ignore**
 - Walk Away**
 - Tell an Adult**
- reporting incidents or suspected incidents of bullying to an adult.
- breaking down the code of secrecy surrounding bullying.

Staff Can Help by:

- teaching the four Codes of Conduct.
- being observant of signs of distress or suspected incidents of bullying.
- being aware of potential for bullying situations in specific areas and during recess.
- ensuring children are adequately supervised at critical times e.g. before and after breaks.
- taking steps to help victims and bullies (may include informing parents and other carers).

Parents Can Help by:

- Listening to your child & taking an active interest in your child's social life and friends.
- Being willing to inform your child's classroom teacher of any cases of suspected or reported bullying.
- Advising your child to tell a staff member about bullying incidents.
- Encouraging your child to take positive action by "Doing the Five":
- Watching for signs of distress, eg. unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes or bruising.

What Happens if my Child is Bullied:

In the event that a bullying incident is reported by a parent to the class teacher one or all of the following will occur:

- The teacher will investigate the incident and communicate the outcome with the parent.
- If the bullying behaviour continues and the issue cannot be resolved the class teacher will refer the case to the student support team (guidance counsellor, learning support teacher, and a member of the administration team).
- Issuing of an appropriate consequence and a "Working It Out" yellow form which is kept on school record