

## Member Protection Policy - Part A – Code of Conduct

### Version Control

Adoption Date	Version	Details	Author
12 <sup>th</sup> April 2023	1	New	Micah Nehring
21 <sup>st</sup> January 2026	2	Updated to reflect implementation of Child Safe Standards & Universal Principle as mandated by QLD Govt	Angela Moore

<p><b>Purpose &amp; Background:</b></p>	<p>The Brisbane German Language School (BGLS) seeks to provide a safe, fair, and inclusive environment for all persons involved with the school.</p> <p>To achieve this, the Brisbane German Language School (BGLS) requires certain standards of behaviour from students, teachers, coordinators, administrators, parents/guardians (of child participants), volunteers, management committee members, attendees of community functions and other staff. This Policy should be read in conjunction with the suite of BGLS Member Protection Policies (available at <a href="http://www.bgls.org.au">www.bgls.org.au</a>) as well as the BGLS Complaint Handling, Mediation &amp; Discipline Policy (available at <a href="http://www.bgls.org.au">www.bgls.org.au</a>).</p> <p>The Brisbane German Language School’s Codes of Conduct are underpinned by the following core values:</p> <ul style="list-style-type: none"> <li>● To act within the spirit of a contemporary community based not-for-profit language school.</li> <li>● To display respect and courtesy towards everyone involved in the Brisbane German Language School and prevent discrimination and harassment.</li> <li>● To prioritise the safety and well-being of children and young people involved in the school.</li> <li>● To encourage and support opportunities for participation in all aspects of the Brisbane German Language School.</li> </ul>
<p><b>BGLS Codes of Conduct:</b></p>	<ol style="list-style-type: none"> <li>1. General Code of Conduct</li> <li>2. School Administrator, Administration Assistant, Enrolment Coordinators, Management Committee Members, Volunteers &amp; Other Employees Code of Conduct</li> <li>3. Teacher Code of Conduct</li> <li>4. Youth Student Code of Conduct</li> <li>5. Adult Student Code of Conduct</li> <li>6. Parent/Guardian/Aboriginal and Torres Strait Islander Entity Code of Conduct</li> <li>7. Media Code of Conduct</li> </ol>

<b>Child Safe Standards addressed</b>	<ul style="list-style-type: none"> <li>● Standard 1: Leadership &amp; Culture</li> <li>● Standard 3: Family &amp; Community</li> <li>● Standard 4: Equity &amp; diversity</li> <li>● Standard 5: People</li> <li>● Standard 8: Physical &amp; Online environments</li> <li>● Standard 9: Continuous Improvement</li> <li>● Standard 10: Policy &amp; Procedures</li> </ul>
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## **BGLS CODE OF CONDUCT 1: General Code of Conduct**

As a person required to comply with this Policy, you must meet the following requirements with regard to your conduct during any activity held or sanctioned by the Brisbane German Language School (BGLS).

1. Treat all persons with respect and courtesy and have proper regard for their dignity, rights, and obligations.
2. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
3. Be ethical, fair, considerate, and honest in all dealings with others.
4. Make a commitment to providing quality service.
5. Operates within the spirit of a contemporary community based not-for-profit language school to promote the learning and understanding of the German language and cultural aspects of German speaking countries.
6. Do not use your involvement with the Brisbane German Language School to promote your own beliefs, behaviours or practices.
7. Demonstrate a high degree of individual responsibility especially when dealing with persons less than 18 years of age, as your words and actions are an example.
8. Always place the safety and welfare of children above other considerations.
9. Avoid unaccompanied and unobserved activities with persons less than 18 years of age, wherever possible.
10. Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws.
11. Refrain from any behaviour that may bring the Brisbane German Language School and its members into disrepute.
12. Provide a safe environment for the conduct of activities carried out by the Brisbane German Language School.
13. Show concern and caution towards others who may be sick or injured.
14. Be a positive role model.
15. Be responsible and accountable for your conduct.
16. Abide by the relevant role-specific codes of behaviour and understand the repercussions if you breach or are aware of any breaches of this Code of Behaviour.

## **BGLS CODE OF CONDUCT 2: School Administrator, Administration Assistant, Enrolment Coordinators, Management Committee Members, Volunteers & Other Employees Code of Conduct**

In addition to the Brisbane German Language School's General Code of Conduct, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of the Brisbane German Language School and its members in your role as a School Administrator, Administration Assistant, Enrolment Coordinators, Management Committee Members, Volunteers & Other Employees

1. Be fair, considerate and honest in all dealings with others.
2. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
3. Be professional in and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.
4. Act with integrity, diligence, and accountability in the governance and management of the organisation. Decisions must be made in good faith, in the best interests of the organisation, and in accordance with its governing documents, policies, and applicable laws.
5. Avoid situations where personal, financial, or other interests could conflict, or be perceived to conflict, with the interests of the organisation.
6. Treat information relating to students, staff, and committee members, and other associated individuals as confidential; ensuring such information is only accessed, used, stored, or disclosed for legitimate organisational purposes and in accordance with applicable privacy laws and organisational policies.
7. Resolve conflicts fairly and promptly through established procedures.
8. Maintain strict impartiality.
9. Be aware of your legal responsibilities.
10. Develop a positive learning environment by allowing for the special needs of students (especially children), by emphasising enjoyment and by providing appropriate development and cultural experiences.
11. Involve students, coordinators and management committee members in the planning, leadership, evaluation and decision-making relating to activities where appropriate.
12. Ensure activities, equipment and facilities are safe and appropriate to the ability level of participating students. Activities, rules, equipment, lengths of classes and learning format should take into consideration the age, ability, and maturity level of participating students.
13. Use the organisation's resources responsibly, ethically, and for authorised organisational purposes only.

### **Implementation & Compliance**

- School Administrator, Administration Assistant, Enrolment Coordinators, Management Committee Members, Volunteers & Other Employees
  - i. prior to commencing their role at BGLS, the above listed positions MUST complete Code of Conduct mandatory training;
  - ii. completion of Code of Conduct mandatory training will be recorded in the BGLS Mandatory Training register;
  - iii. the above listed position holders will update their training as required throughout their appointment, i.e. should updates occur to reflect changes in legislation.

## **BGLS CODE OF CONDUCT 3: Teacher Code of Conduct**

In addition to the Brisbane German Language School's General Code of Conduct, you must meet the following requirements with regard to your conduct during any activity, whether it be in person or online, held by or under the auspices of the Brisbane German Language School and its members in your role as a Teacher.

1. Be fair, considerate and honest in all dealings with others.
2. Encourage and support opportunities for students to learn appropriate behaviour and skills.
3. Support opportunities for participation in all aspects of the Brisbane German Language School.
4. Treat each person as an individual.
5. Display control and courtesy to all involved with the school.
6. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
7. Respect the decisions of coordinators/administrators and management committee in the conduct of the school.
8. Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people less than the age of 18 years.
9. Adopt appropriate and responsible behaviour in all interactions.
10. Adopt responsible behaviour in relation to alcohol and other drugs.
11. Act with integrity and objectivity and accept responsibility for your decisions and actions.
12. Ensure your decisions and actions contribute to a safe environment.
13. Ensure your decisions and actions contribute to a harassment free environment.
14. Do not tolerate harmful or abusive behaviour.
15. Place the safety and welfare of students above all else.
16. Help each student reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
17. Any physical contact with a student should be appropriate to the situation.
18. Be honest and do not allow your qualifications to be misrepresented.

### **Implementation & Compliance**

- BGLS Teachers – Adult + Youth:
  - i. prior to commencing their role at BGLS, teachers MUST complete mandatory Code of Conduct training;
  - ii. completion of Code of Conduct mandatory training will be recorded in the BGLS Mandatory Training register;
  - iii. teachers will update their training as required throughout their appointment i.e. should updates occur to reflect changes in legislation.

## **BGLS CODE OF CONDUCT 4: Youth Student Code of Conduct**

In addition to the Brisbane German Language School's General Code of Conduct, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of the Brisbane German Language School and its members in your role as a Youth Student.

1. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
2. Participate in classes and school activities fairly and safely.
3. Co-operate with your teacher/s, and other students:
  - a. Verbal abuse of teachers or other students, deliberately fouling or provoking another person and throwing and/or damaging equipment is not acceptable or permitted.
  - b. Treat all students as you would like to be treated.
  - c. Ensure that at all times your behaviour is fair.
  - d. Be a patient and enthusiastic supporter of fellow students.
4. Be a responsible learner:
  - a. Be on time.
  - b. Encourage and assist other students where appropriate.
  - c. Aim to attend all classes and keep up to date with homework activities.
  - d. Ensure you bring the appropriate resources (textbooks, notebooks, pens, etc) to classes.
5. Do not engage in practices that adversely affect your or others' ability to undertake school activities.
  - a. Respect and acknowledge the contribution of those who create the opportunity for you (volunteers, teachers, coordinators, administrators, committee members, etc).

### **Implementation & Compliance**

- BGLS Community:
  - i. prior to the commencement of each teaching term at BGLS, a copy of the BGLS Code of Conduct policy will be emailed to all enrolled students and families, as well as any other community members;
  - ii. the community will also be advised that the BGLS Code of Conduct policy is always available on the BGLS website;
  - iii. the community will be notified of any updates that occur to the policy throughout a calendar year.

## **BGLS CODE OF CONDUCT 5: Adult Student Code of Conduct**

In addition to the Brisbane German Language School's General Code of Conduct, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of the Brisbane German Language School and its members in your role as an Adult Student.

1. Respect the rights, dignity and worth of fellow students, teachers, coordinators and administrators.
2. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
3. Refrain from conduct which could be regarded as sexual or other harassment.
4. Respect the talent, potential and development of fellow students.
5. Care and respect the venue and equipment provided to you.
6. Be frank and honest with your teacher/s concerning illness and your ability to fully participate in school functions and activities.
7. Conduct yourself in a responsible manner relating to language, temper and punctuality.
8. Maintain a high standard of personal behaviour at all times.
9. Be honest in your attitude and preparation for classes. Work equally hard for yourself and your fellow classmates.
10. Cooperate with teachers and coordinators in relation to programs and experiences that are designed to advance your German language skills and cultural understanding of German speaking countries.
11. Do not engage in practices that adversely affect your ability to undertake school activities.

### **Implementation & Compliance**

- BGLS Community:
  - i. prior to the commencement of each teaching term at BGLS, a copy of the BGLS Code of Conduct policy will be emailed to all enrolled students and families, as well as any other community members;
  - ii. the community will also be advised that the BGLS Code of Conduct policy is always available on the BGLS website;
  - iii. the community will be notified of any updates that occur to the policy throughout a calendar year.

## **BGLS CODE OF CONDUCT 6: Parent/Guardian/Aboriginal and Torres Strait Islander Entity Code of Conduct**

In addition to the Brisbane German Language School's General Code of Conduct, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of the Brisbane German Language School and its members in your role as a Parent/Guardian of a student.

1. If your child is interested, encourage them to participate in the appropriate German language or cultural activity. However, if your child is not willing to participate, do not force them. Remember, children are involved in organised activity for their enjoyment/learning, not yours.
2. Focus upon your child's efforts rather than the level of their German language skills and cultural understanding of German speaking countries. This assists your child in setting realistic goals related to their ability by reducing the emphasis on high level fluency/understanding of German.
3. Never ridicule or yell at a child for making a mistake.
4. Remember that children learn best from example. Applaud good effort by all and be a role model for children.
5. If you disagree with a teacher in matters relating to class activities, raise the issue through the School Administrator either directly or via email at [bglspincipal@gmail.com](mailto:bglspincipal@gmail.com) rather than question their judgment in public.
6. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
7. Support all efforts to remove verbal and physical abuse.
8. Recognise and respect the value and importance of volunteers, teachers, coordinators, administrators and other staff. They give up their time and resources to provide activities for all members and deserve your support.
9. Be courteous in communication with volunteers, teachers, coordinators, administrators and other staff. Teach children to do likewise.
10. Support the use of age appropriate development activities.

### **Implementation & Compliance**

- BGLS Community:
  - i. prior to the commencement of each teaching term at BGLS, a copy of the BGLS Code of Conduct policy will be emailed to all enrolled students and families, as well as any other community members;
  - ii. the community will also be advised that the BGLS Code of Conduct policy is always available on the BGLS website;
  - iii. the community will be notified of any updates that occur to the policy throughout a calendar year.

## **BGLS CODE OF CONDUCT 7: Media Code of Conduct**

In addition to the Brisbane German Language School's General Code of Conduct, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of the Brisbane German Language School and its members in your role as a Media Representative.

1. Only include images/photos of students in openly available media/marketing materials where their approval (parent/guardian in the case of those that are under 18) has been granted.
2. Provide fair coverage of all student's German activities, including development programs, camps, examinations and activities relating to community functions.
3. Be aware of the difference between adult programs and children's programs.
4. Place the isolated incidents of adverse behaviour in proper perspective, rather than make such incidents the "highlight" of an event.
5. Focus upon students' fair and honest efforts.

### **Implementation & Compliance**

- BGLS Media Representative:
  - i. prior to commencing their role at BGLS, the Media Representative MUST complete Code of Conduct mandatory training;
  - ii. completion of Code of Conduct mandatory training will be recorded in the BGLS Mandatory Training register;
  - iii. the Media Representative will update their training as required throughout their appointment i.e. should updates occur to reflect changes in legislation.