

Personal Responsibility Agreement

The Personal Responsibility Agreement (formerly Code of Conduct) applies equally to staff and students.

SEDA College ('SCSA' or 'the College') believes that every young person has the capacity to engage in learning, to achieve their life ambitions and make a significant and positive contribution to their community, all within a safe, supportive, and inclusive learning environment. We promote diversity and tolerance at SCSA, and people from all walks of life and cultural backgrounds are welcome into an environment that has strong values and expectations.

SCSA EXPECTATIONS

General Expectations

At SCSA we:

- Act in line with our 'One Person Policy'
- Always represent SCSA and Sporting Partners in a positive and professional manner by:
 - Being always respectful to everyone
 - Acting professionally
 - Being reliable
 - Being punctual
 - Wearing the correct uniform

Always wear the SCSA uniform correctly and wear the correct attire for activities. We always present professionally and make every effort to meet the standards of our professional partners

- Acknowledge the adoption of a *Restorative Practice* approach by SCSA.
- Acknowledge that individuals are responsible for their own behavior, and inappropriate behavior will be managed under the SCSA Discipline Policy, which endorses a *Restorative Practices* approach.

Community Work Day / Clinics

When representing SCSA and sporting partners on Community Work Days, we:

- Ensure all community members we interact with are safe, happy and empowered
- Support and show respect for everyone, including all children, colleagues, peers and volunteers
- Maintain a current Working with Children Check (WWCC) and advise the College if clearance is not granted, suspended, or withdrawn
- Promote the safety and well-being of children and young people by following policies

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and procedures developed by SCSA, including SCSA's Child Safe Policy to ensure that:

- The safety and welfare of children and young people is paramount at all times
 - Children and young people are treated with dignity, equality and respect.
 - The views and concerns of children and young people are listened and responded to appropriately within the organisation
 - All reasonable steps are taken to ensure the safety and protection of children and young people within the organisation
 - Children and young people understand their rights and have these explained to them in age-appropriate language as to what they can expect when participating in a service, activity or program offered by the organisation
- Act upon complaints made by a child, young person or their parent/carer quickly, fairly and transparently via the '*Complaints and Concerns Policy – Students*'
 - Ensure mobile phones are not used during clinic/community day unless prior approval is granted by the facilitator. This includes not taking any photographs during events
 - Always ensure the use of appropriate language and acknowledge there is no place for derogatory remarks, inappropriate or offensive comments
 - Wear SCSA hats during primary school clinics during Terms 1 & 4.

Anti-Discrimination, Harassment and Bullying

At SCSA we:

- Understand SCSA has a policy of zero tolerance for any behavior that is discriminatory, harassing or bullying
- Treat all others with respect and care and respect the right for all others to learn.
- Aim to express ideas and feelings without hurting others
- Respect other people's work, ideas and property
- Comply with all SCSA's policies including the following:
 - Anti-Discrimination, Harassment and Bullying Policy.
 - Disability and Special Needs Policy.
 - Social Media Policy – Students.
 - Child Safe Policy

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Matildas Drive (Cnr Briens Rd)
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Social Media and Mobile Phone Use

At SCSA we:

- Commit to using social media in a positive manner and refrain from sending/posting messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene
- Use our mobile phones only at appropriate times and always in a professional manner

Structured Workplace Learning (SWL)

When representing SCSA on Structured Workplace Learning days, we:

- Attend regularly and behave in a manner that reflects positively on the College and on individual students and staff
- Adhere to all SWL requirements and regulations
- Communicate any absence from SWL with our facilitator, teacher, and mentor as soon as possible
- Endeavour to raise any issues with facilitator, teacher, or mentor as soon as they arise

Industry experience

When completing our industry experience, we:

- Demonstrate initiative and represent SCSA and our partners to the best of our ability.
- Provide at least 24 hours' notice if unable to attend an event. If withdrawing within 24 hours, a medical certificate may be requested.
- Maintain records of our experiences and ensure we volunteer for at least 25 hours per year

ACKNOWLEDGEMENT:

I acknowledge I have read and understood the information contained within this policy and I am aware of what is expected of me during my enrolment with SEDA College SA. I agree to meet these expectations.

Name: _____ **Signed:** _____ **Date:** _____

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