



POLICY

Codes of Conduct

Youth Futures Community School Hubs -
Community Schools, Anchor Point and
Comet Connect

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Acknowledgement of Country

Youth Futures students, staff and parents/carers acknowledge and respect the Traditional Custodians of the lands and waters on which we live and are educated in Western Australia.

Codes of Conduct

1. Purpose

The purpose of this policy is to inform the development of a suite of Codes of Conduct for key member groups within Youth Futures Community School (YFCS) Hubs including:

- Students,
- Parents/carers and
- Staff.

Codes of Conduct are essential to defining and reinforcing positive behaviour within YFCS Hubs. They provide a shared understanding of the values, principles and ethical responsibilities that guide individuals in their roles and interactions with others. In the YFCS Hub setting, Codes of Conduct help to create a safe, respectful and inclusive environment for students, parents/carers, staff and the broader community.

The Codes of Conduct also provide a tool for promoting integrity, accountability and professionalism. They support consistent decision-making, enhance public trust and protect the rights and wellbeing of all members of the school community. By clearly articulating expectations and consequences, the Codes of Conduct help prevent concerning behaviour and provide a basis for addressing issues fairly and transparently.

2. Scope

This policy applies to all students enrolled at YFCS Hubs (Community Schools, Anchor Point and Comet Connect services), their parents/carers, staff delivering services and support including students on placement.

3. Principles

This Codes of Conduct policy is guided by the following overarching principle:

- [Trauma Aware and Responsive Education](#), [Child Safe Organisations](#), and the [UN Convention on the Rights of the Child](#) underpin all services and supports provided to students enrolled with YFCS Hubs.

Additional principles underpinning the Codes of Conduct include that they:

- Are written in positive, strengths-based and straightforward language that is easily accessible and understood by all members of the school community,
- Reflect the core values and strategic direction of Youth Futures reinforcing its cultural and ethical foundations,

- Consider diverse cultural perspectives and are inclusive of all members ensuring its application fairly and equitably,
- Are informed by, and consistent with, applicable laws, regulations and professional standards such as those relating to child safety, privacy and employment,
- Are tailored to reflect the distinct expectations and responsibilities of different groups within the school community including students, parents/carers and staff,
- Avoid a “rules” mentality and alternatively foster a culture of ethical decision-making, integrity and moral responsibility,
- Act as a preventative tool by promoting responsible actions while also establishing clear mechanisms for reporting, addressing and resolving concerning behaviour,
- Are applied consistently across YFCS Hubs with transparent procedures that ensure fairness in its enforcement,
- Involve genuine consultation with stakeholders to build ownership, relevance and commitment and
- Are reviewed regularly to remain current, reflect best practice and respond to emerging challenges or feedback.

4. Policy statement

Youth Futures Community School (YFCS) Hubs are committed to trauma-aware and responsive education practices aligned with the principles of Child Safe Organisations and the United Nations Convention on the Rights of the Child.

Within this context, Youth Futures Community School Hubs are committed to fostering a culture of integrity, respect and professionalism across all levels of its operations. Codes of Conduct provide a clear framework for ethical behaviour and personal accountability while also supporting a safe, inclusive and high-performing environment.

All members of the school community including students, parents/carers and staff are expected to act in accordance with their relevant Code of Conduct. These Codes are tailored to the specific responsibilities and contexts of different groups within the YFCS Hubs and collectively serve to ensure transparency, build trust, protect rights and promote the wellbeing of all members.

Not adhering to the Codes of Conduct may result in appropriate remedial or disciplinary action as outlined in each tailored code.

5. Definitions

The values of empathy, respect, collaboration, transparency, empowerment and honesty underpin the work of the YFCS Hubs and are defined below:

Empathy is the ability to understand and share the feelings, thoughts or experiences of another person. It involves being trauma- informed, “standing in another person’s shoes” and responding with kindness and compassion.

Respect looks like listening without interrupting, valuing others’ perspectives even when they differ from your own and treating people with kindness, fairness and consideration. It means using appropriate language, acknowledging boundaries, demonstrating cultural competence and showing appreciation for other’s contributions.

Collaboration occurs when people work together to achieve a shared goal by combining different skills and perspectives to produce positive outcomes. It involves open communication, mutual respect, active listening and a willingness to compromise.

Transparency is the practice of being open, honest and clear in communication, decisions, and actions. Transparency builds trust by ensuring that people understand what is happening, why it’s happening and how it affects them.

Empowerment is the process of enabling individuals or groups to have the confidence, resources and opportunity to make decisions, act and influence the outcomes in their own lives or communities. Empowerment recognises people’s strengths, encourages contribution, challenges limitations, assists them to demonstrate resilience and realise their potential.

Honesty is the quality of being truthful, sincere and authentic in words and actions. It means sharing information accurately, admitting mistakes and acting with integrity even when it’s difficult. Honesty fosters trust, accountability and strong relationships built on mutual respect and credibility.

6. Related documents and resources

6.1 YFCS Hub policies

- Child Abuse Prevention, Reporting and Response policy,
- Privacy policy,
- Positive Behaviour Support for Students policy and
- Student Safety and Wellbeing policy.

6.2 Other resources

- Student and staff handbooks.

7. Codes of Conduct - key components

Twelve key components are addressed in each of the Codes of Conduct and are outlined below:

1. Purpose and scope

Codes of Conduct exist to encourage positive behaviours through upholding the values and mission of the YFCS Hubs. It applies to all members of the school community - students, parents/carers and staff within the school environment, at school-related events and in digital and public forums where they represent or impact the school.

2. YFCS Hub values

All members of the YFCS Hub community are expected to act in alignment with the school's core values – empathy, respect, collaboration, transparency, empowerment and honesty (see section 5 for definitions). These values guide decision-making and interpersonal conduct and are embedded in everyday interactions across the whole school.

3. Dignity, diversity and respect

The school community is committed to upholding the dignity of every individual and fostering an environment where diversity is recognised, valued and celebrated. All members - students, parents/carers and staff - have a responsibility to treat others with courtesy and fairness, regardless of their background, identity, beliefs or abilities. The rights of individuals to express their views, participate fully and feel safe and included must be always respected.

4. Positive behaviour

The Codes of Conduct outline the positive behaviours expected of each group - students are to participate respectfully and responsibly in learning, staff are to model professionalism and uphold duty of care, parents/carers are to engage respectfully with staff and support student learning. These shared standards support a cohesive and respectful learning environment.

5. Integrity and transparency

The Codes of Conduct identify the importance of recognising and managing situations where personal interests might conflict with school responsibilities. Staff must avoid preferential treatment of students and/or colleagues, while students and parents/carers are expected to participate fairly in school processes.

6. Confidentiality and privacy

All members are responsible for protecting the privacy and dignity of others. The staff must manage information in accordance with privacy legislation, while students and parents/carers must not disclose sensitive or personal matters inappropriately, including on digital platforms or social media.

7. Promoting safety

The Codes of Conduct makes clear that discrimination, harassment, and bullying are not tolerated. Students, parents/carers and staff must promote respectful relationships and contribute to a safe and inclusive school environment, taking appropriate action if they witness or experience unacceptable behaviour. Preventing child abuse is a priority for YFCS Hubs and all members must actively engage in preventing, reporting and appropriately responding to child abuse.

8. Digital and social media

Digital conduct must reflect school values. Students and parents/carers must engage respectfully online, avoiding harmful or defamatory content. Staff must maintain professional boundaries and communications and must avoid unauthorised public commentary on YFCS Hub matters.

9. Legislation and policies

Every member of the YFCS Hub community is expected to comply with relevant legislation and school policies. Staff have specific responsibilities under education, child safety and privacy law, while students and parents/carers are required to understand and follow the Codes of Conduct and other stated expectations as per the Student Handbook.

10. Reporting concerning behaviour

The Codes of Conduct encourage all members to report concerning behaviour, using identified and confidential channels. Students can report safety or bullying issues, parents/carers should raise issues respectfully through defined processes and staff must report child protection concerns in line with stated policy.

11. Consequences for concerning behaviour

Concerning behaviour will result in consequences appropriate to the role and nature of the event. Students may be required to comply with additional behaviour support plans or other disciplinary measures and parents/carers may be subject to restrictions regarding their access to or engagement with the school. Staff may undergo formal review or disciplinary action and may be subject to suspension or dismissal.

12. Implementation and review

The Codes of Conduct are introduced through orientation and training for all members of the YFCS Hub community and are revisited regularly to ensure ongoing relevance. YFCS Hubs will ensure that the Codes of Conduct are well communicated, consistently applied and reviewed periodically to reflect evolving standards, feedback and legal requirements.

8. Legislative considerations

The following legislation has been considered in the development of the Codes of Conduct for YFCS Hubs:

[School Education Act 1999](#)

This Act provides the foundational legal framework for education in Western Australia. It outlines the responsibilities of students and staff and sets expectations for behaviour and discipline. For instance, Section 128 mandates that student councils participate in formulating Codes of Conduct for students, ensuring that behavioural standards are collaboratively developed.

[School Education Regulations 2000 \(WA\)](#)

These regulations complement the School Education Act by detailing specific requirements for school operations. Regulation 37 specifies that a school's Code of Conduct must not be inconsistent with any relevant directions under sections 135 or 232 of the Act or the CEO's instructions under section 233.

[Public Sector Management Act 1994 \(WA\)](#)

This Act governs the conduct of public sector employees, including those in the education sector. It establishes standards for ethical behaviour, accountability and integrity, which are reflected in the Codes of Conduct for school staff. Not adhering to these standards can lead to disciplinary actions as outlined in the [Department of Education Staff Conduct and Discipline Policy](#).

[Teacher Registration Act 2012 \(WA\)](#)

This Act mandates that teachers in Western Australia are registered and adhere to professional standards. The Teacher Registration Board of Western Australia (TRBWA) sets out the [Professional Standards for Teachers](#) which inform the ethical and professional expectations included in codes of conduct for teaching staff.

[National Vocational Education and Training Regulator \(Compliance standards for NVR RTOs and fit and proper person requirements\) instrument 2025](#)

This instrument underpins the ethical and professional expectations of Registered Training Organisations (RTOs) and their key personnel. These standards require RTOs, including Futures Education and Training (RTO: 52844), to demonstrate integrity, accountability and adherence to lawful and ethical practices aligning closely with the YFCS Hub codes of conduct.

[Work Health and Safety Act 2020](#)

This Act outlines the responsibilities of schools to ensure a safe working and learning environment. It emphasises the duty of care owed to both staff and students and these Codes of Conduct have incorporated these safety obligations to promote wellbeing within the school community.

[Equal Opportunity Act 1984 \(WA\)](#)

This Act prohibits discrimination in various areas, including education. It ensures that Codes of Conduct promote inclusivity and equity, safeguarding the rights of all students and staff regardless of their background.

9. Review process

YFCS Hubs are committed to continuous improvement and will undertake annual reviews of policies and procedures informed by the following approach:

- Establish a review framework,
- Assemble a review team,
- Gather 360-degree feedback from multiple sources including students, parents/carers, staff and key stakeholders from within and outside of YFCS Hubs,
- Analyse incident and practice data for systemic trends,
- Draft revisions to the existing policy and procedures and share widely for input,
- Obtain endorsement from the CEO and Principal,
- Communicate changes to all staff (and provide additional training where relevant) and
- Implement and monitor the updated policy.

10. Version control

10.1 Current

This version	Codes of Conduct 2025
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10.2 History

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Code of Conduct	2022
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