



## Student Conduct in the Classroom

### Objective

POCH&LCI places high priority on providing a safe, secure and welcoming environment that offers high quality education and training that supports and encourages students. POCH&LCI is committed to ensuring a positive and safe learning environment for all participants.

### Code of Conduct

#### General Conduct

- Be punctual and meet all attendance requirements,
- Submit your own words truthfully and on time.
- Respect our centre and others by not littering, stealing or wilfully causing damage

#### Health and Safety

- Smoking or vaping is not permitted within 5 metres of the building.
- Children are not permitted to accompany students to classes.
- Attending class under the influence of illicit drugs and/or alcohol is strictly prohibited.
- Behave in a way that does not jeopardise their own or another's health, safety or wellbeing.
- Behave in a way that protects the health, safety, and wellbeing of yourself and others.
- Use all provided Personal Protective Equipment (PPE) correctly, such as safety mats in classrooms.

#### Student Behaviour

- Disruptive and inappropriate behaviour will not be tolerated. In some cases, students may be asked to leave the classroom or withdraw from the program.
- Harassment, bullying (including cyberbullying), physical, psychological, or sexual abuse, and verbal assault are strictly prohibited.
- Comply with the rules and policies of external organisations during placements or excursions.
- Students must not participate in or support plagiarism, collusion and cheating, including sharing their work with other students.

#### Respect

- Treat everyone with fairness and respect.
- Every student has the right to attend class learn in a respectful environment.
- Respect the privacy, property, and intellectual property of others.
- Respect copyrighted material and any material created by others, and do not represent it as your own work/ideas.
- Listen to other students in your class and respect their opinions.
- All students have the right to be heard and to hear what the Trainer is saying at all times.
- All students must respect the property of other students, Trainers, and the Centre.

#### Phone Etiquette

- Mobile phones must be turned off or set to silent before training begins.
- Do not make or receive calls during class.

#### Confidentiality

- Some issues and opinions may be discussed in the classroom, which may be confidential; these issues must be respected and not talked about outside the classroom.

A breach of this Code of Conduct may result in disciplinary action, including removal from the course. Refer to the Student Discipline Policy for further details.

For additional student information and policies, please visit our website at [www.parkorchards.org.au](http://www.parkorchards.org.au) You can also contact the POCH&LCI office for assistance.

<b>Date reviewed</b>	<b>Version</b>	<b>Details of changes (if any)</b>	<b>Date of next review</b>
	1	Original document	
20/10/2015	2	General Review Move to new template	20/10/2016
28/06/2017	3	Annual review	28/06/2018
3/3/2020	4	Annual review Changes to accompanied children rather than children, work placement added, health and safety to include no drugs and alcohol, additional changes to copyright and intellectual property, stealing and damage to property and added other devices to be switched off or on silent.	3/3/2021
1/03/2022	5	Updated and general review – align with student information handbook	01/03/2023
14/04/2025	6	Updated to 2025 ASQA RTO standards	14/04/2026

**Master document is the Electronic File.**

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