



## 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 is not allowed 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 not permitted.
- Behave in a manner that does not jeopardise their own or another's health, safety or wellbeing.

#### 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, vilification, bullying including cyber bullying, physical, psychological, sexual abuse and verbal assault is not acceptable and will not be tolerated.
- Adhere to the policies, procedures and rules of external organisations while on placement or excursions.

#### Respect

- Treat others with respect and fairness.
- Every student has the right to attend class and be respected by other students.
- Respect the right to privacy and the property of others including their intellectual property.
- 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

- Students are not to make or receive phone calls during training. Mobile phones must be turned off or switched to silent before training commences.

#### 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 the above could result in students being asked to leave the course. Refer Student Discipline Policy.

Further student information including Student Policies, can be found on our website. [www.parkorchards.org.au](http://www.parkorchards.org.au) and are also available from the POCH&LCI office.



Date reviewed	Version	Details of changes (if any)	Date of next review
	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

**Master document is the Electronic File.**

**This document is uncontrolled when printed.**