



Personal Responsibility Policy

Document Date	Wednesday, 1 November 2023
Process Owner	Deputy Principal
Approval Authority	Faith and Education Standing Committee
Review Date	2026
Revision History	2019, 2023

Preamble

Our Mercedes Community is founded on Jesus' challenge to:
'Love one another as I have loved you.' (John 15:12)

To foster a caring and responsible school community, grounded in the Mercy Keys, we believe:

- In reinforcing positive and responsible behaviour
- In maintaining a safe and caring environment where the rights of all students are respected and their wellbeing is supported
- In actively supporting students to develop understandings and skills to keep themselves and others safe.
- Students must accept responsibility for their own behaviour in academic, social and physical pursuits
- In order to protect the rights of others and to support students to make responsible decisions, the College has an obligation to respond to unacceptable behaviours
- Staff, students and parents share the role of establishing and maintaining a responsible and caring College environment.

Rationale

"All Australian schools are safe, supportive and respectful teaching and learning communities that promote student wellbeing" – *National Safe School Framework*

All policies and procedures within Mercedes College reflect the principles of Personal Responsibility which enhances the growth and development of the human person within a safe and supportive Catholic community.

Policy Statement

As a Catholic Community, Mercedes College values respectful, caring and responsible behaviour and expects all students to be committed to the following three areas:

Respect

Mercedes College promotes respect of self, others and the environment. Respect is the basis for all relationships.

Acceptable behaviour includes:

- Being friendly, welcoming, supportive and inclusive of others
- Showing pride in self and the environment
- Being honest
- Being self-disciplined
- Showing respect, consideration and courtesy towards others (eg: Acknowledging others, being punctual, respecting and supporting the rights of others, including their right to learn)
- Resolving conflict in a constructive and non-aggressive manner
- Caring for and respecting the school, personal resources and the environment
- Using appropriate language
- Wearing the correct College Uniform.

Community

Mercedes College promotes active participation in our College community.

Acceptable behaviour includes:

- Working together and making decisions that protect and support the rights of self and others
- Appreciating the skills and diversity of individuals within our College
- Adopting a responsible and constructive role within the College community
- Using all opportunities for participation in College life
- Accepting responsibilities and fulfilling them appropriately
- Engaging in acceptable behaviour when representing the College
- Modeling suitable behaviour in our interactions with one another, in the context of our R-12 coeducational College.

Achievement

Mercedes College promotes the pursuit and value of excellence.

Acceptable student behaviour includes:

- Striving to achieve our best in all College activities
- Acknowledging and supporting the talents and experiences of others
- Setting goals and expectations in cooperation with College staff
- Commitment to practice and persistence to support our students' confidence, personal growth, resilience and capacity
- Accepting challenges
- Questioning and seeking answers
- Recognising and learning from mistakes



- Developing effective organisational skills and work habits
- Maintaining a balance between study, co-curricular involvement and recreation
- Actively contributing to a constructive and positive learning environment.

Responsibilities

All College Community Members:

- are responsible for their own behaviour and the consequences that stem from their choice of behaviour

Students:

- are responsible for their own behaviour inside and outside of the classroom
- being aware of their responsibilities as set out in this policy and procedure document

Teachers:

- are responsible for shaping positive behaviour choices and applying this policy and procedures in a just, compassionate and caring manner

College Psychologists:

- are responsible for supporting students, staff and parents in the implementation of this policy and procedures

Year Level Coordinators/Heads of School/Deputy Principal:

- are responsible for applying this policy and procedures in a just, compassionate and caring manner
- are responsible for supporting students, staff and parents in the implementation of this policy and procedures

Principal:

- is responsible for supporting students, staff and parents in the implementation of this policy and procedures
- is responsible for ensuring this policy and procedures are being applied in a just, compassionate and caring manner

Confidentiality

The details of reports of student conduct will be recorded on SEQTA and accessible on a need-to-know basis.

Grievances

In the event that any party is not satisfied with the process undertaken or outcome achieved, a review can be requested in accordance with the College Grievance Policy and associated Grievance Procedures.

Policy Links

Responding to Bullying – SACCS Policy

Digital Technologies Responsible Use Policy

Uniform Policy and Procedures

Policy for the Care, Wellbeing and Protection of Children and Young People – SACCS Policy

Pastoral Care Policy

Safe School Policy and Procedures