



ST ALBAN'S COLLEGE

ST ALBAN'S COLLEGE CODE OF CONDUCT - BOYS

(Extracted from the Enrolment Pack)

In order to support the values which the College aims to uphold, as outlined in the Mission Statement, as members of St Alban's College, we:

1. Endorse the Bill of Rights and Constitution of South Africa.
2. Respect and uphold the rights and privileges of others. While we are members of an Anglican community, we respect the beliefs and cultures of all people, and recognise the diversity of the different people in our community.
3. Respect the property of the College, and of the community at large.
4. Acknowledge our responsibility to adhere to acceptable standards of behaviour as defined in the Rules and Regulations of the College.
5. Accept our individual responsibility to be fully involved and to strive to achieve our full potential.
6. Accept the need to demonstrate good sportsmanship at all times.
7. Accept responsibility and acknowledge that we are responsible for our actions.
8. Accept the agreed Rules and Regulations drawn up by the College.

Regulations 9-11 applies to Day Boys only

9. Except in cases of illness, Day Boys may not be absent from College, games, or from other compulsory College activities without permission having been obtained beforehand from the Housemaster.
10. The Headmaster expressly reserves the right to detain boys for misconduct or bad work, without necessarily giving notice to the Primary Parent(s)/Secondary Parent/Guardian.
11. The Boarder Houses at the College are out of bounds to Day Boys unless permission has been granted by the Housemaster.

ST ALBAN'S COLLEGE CODE OF CONDUCT

I agree to be bound by these Headmaster's Regulations and to co-operate with the College in enforcing them. I recognise the Headmaster's decision as final.

College rules concerning Substance Abuse:

1. The purchase, possession, use or distribution of any drug by a pupil while under school control is strictly prohibited.

While it is not our intention to abate the rigorous application of this rule, the School has also implemented mechanisms to help rehabilitate pupils who are in trouble, and they and their parents are urged to avail themselves of these mechanisms before a crisis situation is reached.

2. The purchase, possession, use or distribution of any intoxicating drink by any pupil while under school control is strictly prohibited.

With the Headmaster's permission a member of staff may offer a Matric wine or malt within the confines of that member of staff's home or at a designated College function.

Many parents will wish to teach their children the judicious use of alcohol. The College accepts that this may happen outside the school context but warns that:

- a) *no boy may consume alcohol without the prior knowledge and permission of his parents;*

- b) *no boy may consume alcohol in a public place while in school uniform or in any way identifiable as a pupil of St Alban's College;*
 - c) *no boy may consume alcohol in contravention of the law whether in regard to age limits or drinking and driving;*
 - d) *no boy may consume alcohol in such quantity that he becomes inebriated and by his behaviour brings the school into disrepute.*
3. The purchase, possession, use or distribution of tobacco by any pupil while under school control is strictly prohibited. Smoking invariably leads to furtive behaviour and inevitably leads to disciplinary issues.

There are parents who allow their children to smoke. However, the College reminds parents that:

- a) parents and College constitute a partnership in educating the child and should therefore be in agreement on basic norms and values;
- b) smoking is clearly harmful to health and should therefore be discouraged;
- c) smoking is addictive and therefore falls within the general purview of the school's policy with regard to substance abuse; and
- d) a pupil who smokes in a public place may bring the school into disrepute; therefore no boy may smoke in a public place while in uniform or in any way identifiable as a St Alban's pupil.

Added in 2016:

The Disciplinary Committee

OBJECTIVES and PROCEDURES

1. The Disciplinary Committee and Procedures aim to uphold and support the Vision, Values, Mission, Code of Conduct, Rules and Regulations of the College, the Policy and Procedures manual with regard to Prevention and Management of Substance Use and Abuse as published in the booklet "Now you're an Albanian", the Term Calendar and the admission papers of all Albanians. These are available from the Headmaster's PA.
2. The Headmaster convenes the Committee at the beginning of every year to assist him in adjudicating actions, which are contrary to these and the ethos of the College.
3. The Committee is made up as follows:
 - a) The Headmaster – Chairman
 - b) The Deputy Headmaster (School Administration)
 - c) The Housemaster/s and Head/s of House of the person/s whose action is being investigated
 - d) The Head of School – ex officio
 - e) The Parent/s and or Legal Guardian/s of the person whose action is being investigated.
 - f) A person nominated by the person whose actions are being investigated, who will represent and speak on their behalf at the meeting. (The College Chaplain or Counselling Psychologist are willing to assist any Boys attending a DC Hearing).
4. The Deputy Headmaster (School Administration) or the Housemaster of the person/s concerned refers actions to the Committee.
5. A record of a meeting is made in writing and placed on the file of those concerned. Two copies are given to parents; one for their record and the other for their signature and return to the College.
6. The Chairman of the Committee will inform those concerned of their rights, including their rights to

counselling and to be represented at the meeting, and warn them of the consequences of a false statement or withholding critical information.

7. The charge, accompanied by any preliminary investigations must be submitted in writing. Those concerned are given a copy of the charge and invited to frame a written statement, witnessed by a third party and preferably by the parent/s and or legal guardian/s of those concerned.

8. At a meeting witnesses may be called and evidence tested by cross-examination.

9. The members of the Committee will discuss appropriate action and if possible achieve consensus. The Committee is not a court of law, but a serious body acting in the best interests of the persons concerned and all others in the College community. The emphasis is on determining the truth and reaching consensus on the best course of action. In terms of the College constitution, Headmaster's Regulations and the Conditions of Enrolment to the College, the Headmaster retains the right to decide on the appropriate course of action and will therefore use the deliberations of the Committee as a guide and recommendation. Parents have the right to appeal to the Chairman of the College Council and must do so within 48 hours of the Hearing being completed.

10. The Headmaster communicates his decision to those concerned and their parents. If the decision is that the person concerned should leave the school, the parents may be given the option of withdrawing their child to avert expulsion.

St Alban's College Anti-Bullying Policy

CREDO

At St Alban's College, we believe that everybody should enjoy our school equally, and feel safe, secure and accepted, regardless of appearance, race, ethnicity, popularity, physical ability, intelligence, sexual orientation, gender identity, religion or nationality.

We strive to make everyone feel welcome by being polite, considerate and respectful at all times.

We aim to establish a community in which everybody feels valued and safe, where individual differences are appreciated, understood and accepted. Every boy has a right to enjoy his time at school. St Alban's College does not tolerate bullying or harassment. Respect for others is expected.

To help prevent bullying, we as a community have to understand it. These four aspects will be considered in all cases where bullying behaviour is suspected:

- **A noticeable imbalance in power** between the bully and the target.
- There is a **deliberate intent to hurt**. Bullying is a deliberately hostile act that is designed to cause physical or emotional pain, humiliation and suffering to the target.
- **Repeated aggression.**
- **The threat of further aggression.**

Bullying comes in many forms, including:

- Calling hurtful names
- Being picked on
- Deliberately punching, hitting, bumping
- Teasing
- Spreading rumours about someone, either verbally or using technology (cyberbullying)
- Mocking someone because of appearance, race, ethnicity, popularity, physical ability, intelligence, sexual orientation, gender identity, religion or nationality. ☹️☐ Repeatedly "putting down" someone
- Threatening
- Deliberately ignoring and avoiding
- Taking or damaging property

What to do if you experience or witness bullying:

Report it.

- All staff members have pledged to investigate any report of bullying.
- Boys should speak to any adult whom they trust.
- Parents should report suspected cases of bullying to their son's housemaster.

Procedure when a suspected case of bullying has been reported:

- The staff member first approached/witnessing the incident will complete a report form and speak to the target and any witnesses to the incident.
- The case will then be handed over to the housemaster(s) of the boys concerned for punishment after the report form has been completed and the incident has been found to be a case of bullying.
- The report will be placed on the ADAM system on the file of the boy who is proved to have been carrying out bullying behaviour.

Bullying Sanctions:

First Offence

- Two hour detention with a member of staff from 2-30pm - 4-30pm on a Friday afternoon.
- This will involve the housemaster notifying parents of the detention no later than the Wednesday of a particular week. Detention for incidents that occur after this deadline will be dealt with on the following Friday.
- This detention will take priority. Boys on detention will thus not be excused for any sports fixture or club activity.
- Only agreed punishments will be applied during detention.
- After the detention an appointment will be made for an apology meeting to make amends to boy who was bullied. A written record will be kept by the housemaster and signed by both parties. This meeting need only take 15 minutes. Present will be the housemaster(s) of the boys, the target and the bully.

Second Offence

- Saturday detention from: 8am to 12pm (4 hours).
- The other actions listed for the First offence will also apply.

Third Offence

- The College DC process will then be instituted.

Intimidation

- Any intimidation or attempt at revenge on any boys for a bullying punishment will result in a College DC meeting.

ANTI-BULLYING PLEDGE
We, the pupils of St. Alban's College,
agree to join together to stamp out bullying at
our college.

Bullying is the unjust use of power in order to willfully inflict hurt and humiliation, for the purpose of personal gratification. Bullying causes pain and suffering to victims and is never justified or excusable.

The victim is never responsible for being the target of bullying.

By signing this pledge we,
the pupils, agree to:

1. Accept pupil differences and treat everyone with respect.
2. Not become involved in bullying incidents or be a bully.
3. Report honestly and immediately all incidents of bullying to a member of staff.
4. Be alert in places around the college where there is less adult supervision.
5. Support pupils who have been, or are subjected to, bullying.
6. Talk to staff members and parents about concerns regarding bullying.
7. Work with other pupils and staff members to keep our college free from bullying.
8. Participate fully and contribute to programmes dealing with bullying.
9. Be a good role model to younger pupils and support them if bullying occurs.
10. Acknowledge that if we see anyone being bullied and don't report or stop the bullying, we are just as guilty as the bully and will be disciplined accordingly.

Revised October 2016