



Personal Communication Policy

How we Speak and Act with Each Other

One of the three *rights* of the Elanora SHS community is the right to be safe. Safety includes both mental and emotional safety. This is complemented by the responsibility of all to show respect for self and others. This translates into speaking and acting around others in a way that maintains the dignity of the person sending the message as well as the person receiving it.

As a school community operating on this philosophy we value:

- Developing and maintaining positive relationships
- Modelling self-respect in what we say and do
- Courtesy, politeness, use of manners
- Making decisions which help us and our school
- Assertive behaviour (i.e. behaviour which respects the rights of both parties)

As a school community valuing this philosophy means it will look like:

- People using manners where appropriate e.g. saying please, thank you, excuse me
- Demonstrating behavior which is inclusive and free from harassment
- Avoiding use of “put down” language e.g. call each other by our proper name
- Using a moderate and respectful tone of voice when making a request, asking a question or having a conversation
- Respecting the personal space of others
- Using body language which is non-threatening
- Thinking before acting to ensure our behavior is helpful rather than hurtful
- Each person takes responsibility for what they say and do
- Taking action to stop bullying behavior e.g. reporting when rights are being disrespected

The Basic Steps towards Positive Communication

STOP: Is this behaviour going to help or hurt the situation?

THINK: What choices do I have? What are the consequences of each action? What is the right thing to do? Does this action/comment respect my rights and the rights of others?

DO: Make the best decision possible and accept responsibility for that decision

RETHINK: Learn from the decision to continue to improve what we say and do.