



## POL21 Parent Code of Conduct

### INTRODUCTION

At Trinity Lutheran College (**the School**) we aim to provide an open, welcoming, inclusive and safe environment for all.

All parents, guardians, step-parents, family members, and friends of students enrolled at the School must support and encourage the values, activities and ethos of the School, and are encouraged to read and understand the policies of the School (including this Parent Code of Conduct).

This Parent Code of Conduct applies to all Parents and/or Guardian/s listed in an Enrolment Agreement in connection to a student enrolled at the School, herein after referred to as "**Parents**".

We believe that Parents are valuable contributors in our community and we aim to work in partnership with Parents in the care and growth of each student. We have a zero tolerance policy regarding violence of any kind.

This Parent Code of Conduct outlines the way in which the School requires Parents to conduct themselves when visiting the School campus', participating in School activities and communicating with members of our community (including students, staff and other parents).

### PARENT CONDUCT

#### Parents are required to:

- (a) comply with all safety policies and procedures in place at the School;
- (b) sign in upon arrival for any visit that is not within daily pick up/drop off routines and specific parent events e.g. Information Evenings;
- (c) comply with relevant legal obligations under the legislation and any court order;
- (d) only enter a classroom or attend a school related activity with permission from a staff member; All parents must sign in at front reception.
- (e) listen respectfully, in the same manner required by students and staff, when attending any kind of School assembly, activity, presentation, class event, or public meeting;
- (f) treat all parents, staff, contractors, volunteers, students (including their own), and visitors to the School with courtesy and respect; and



- (g) when attending a school event in a voluntary capacity, accept the authority of the teacher (or teachers) and comply with any reasonable direction; and
- (h) comply with any reasonable direction given by a staff member of the School.

**Parents and/or guardians must not:**

- (a) Use violence of any kind at any time;
- (b) disparage the School's Christian teaching or act otherwise in a manner which is disrespectful or contradictory to the School's Christian ethos;
- (c) interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- (d) discipline or reprimand a child;
- (e) bully or harass parents, staff, contractors, volunteers, students, and visitors to the School;
- (f) take a photo or video recording of a child if that child is not their own child, unless the parent of the child is present at the time and consents to the photo or video recording being taken; or
- (g) attend the School whilst under the influence of drugs or alcohol.

**When communicating with staff, contractors and volunteers:**

- (a) All staff, contractors and volunteers are entitled to a safe and enjoyable work environment.
- (b) If a Parent contacts a staff member, contractor, or volunteer in relation to a query or concern, the recipient will respond within a reasonable period of time.
- (c) In order to most effectively discuss a particular query or concern, Parents wishing to speak to a staff member, contractor, or volunteer (either in person or over the phone) must make an appointment in advance.
- (d) Whilst the School will make reasonable attempts to comply with a court order, the School's priority is the wellbeing of the students and will only comply with court orders to the extent necessary. The School prefers not to become involved in family law proceedings.



### Parents are required to:

- (a) speak to staff, contractors, and volunteers with courtesy and respect;
- (b) communicate with staff, contractors, and volunteers in a clear, friendly and open manner;
- (c) respect staff decisions and follow their directions; and
- (d) respect the privacy of staff, contractors, and volunteers.

### Parents must not:

- (a) Use violence of any kind at any time;
- (b) raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak;
- (c) speak to staff, contractors, or volunteers in a derogatory or offensive manner;
- (d) use profane, insulting, harassing, aggressive or otherwise offensive language;
- (e) take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;
- (f) post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;
- (g) attempt to contact staff members at their home or through use of their personal phone number, unless the staff member has permitted such contact;
- (h) assault (sexually or physically) a staff member, contractor or volunteer; or
- (i) intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

### When communicating with other students (not their own) and parents

#### Parents are required to:

- (a) speak to other students and parents with courtesy and respect;
- (b) contribute to a positive and friendly culture within the School community;



- (c) support and encourage the values, activities and ethos of the School; and
- (d) respect the privacy of other students and parents.

**Parents must not:**

- (a) use violence of any kind at any time;
- (b) raise their voice when speaking to other students and parents;
- (c) use profane, insulting, harassing, aggressive or otherwise offensive language;
- (d) deliberately exclude a student or parent or treat a student or parent differently to other students or parents;
- (e) speak to other students or parents in a derogatory or offensive manner;
- (f) take a photo or video recording of another student or parent without their consent;
- (g) post a photo or video recording of another student or parent on social media without consent;
- (h) post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent beforehand;
- (i) intimidate, undermine, threaten, bully or harass other students or parents; or
- (j) disclose the personal details of a student or parent to another person without consent.

### SOCIAL MEDIA

Parents recognise the potential for damage to be caused, directly or indirectly, to the School and others as a result of their personal use of social media especially in circumstances when they can be identified as a Parent of the School.

**When using social media, Parents must:**

- (a) respect a person's professional and personal environment and must not harass other people online;
- (b) act with integrity;
- (c) not use social media to voice grievances about the School;



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<b>RESPONSIBILITY</b>	<p>(d) make reasonable efforts to ensure that their children comply with the School's Social Media Policy;</p> <p>(e) be respectful to staff, contractors, volunteers, other parents, and/or students; and</p> <p>(f) never reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and/or students at the School.</p> <p>Parents and/or guardians must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the School. This includes not disparaging the School's Christian teaching or acting otherwise in a manner which is disrespectful or contradictory to the School's Christian ethos.] Parents understand that the School may remove posts on social media that breach this requirement.</p>
	<p>The Principal has overall responsibility for this policy, which is administered by the Deputy Principal and Teaching staff.</p>
	<p>Any person may notify the Principal of a possible breach of the Parent Code of Conduct.</p> <p>The Principal or their representative will investigate the complaint to determine whether there has been a breach of the Parent Code of Conduct or other policy.</p> <p>If satisfied that a breach has occurred, the Principal or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, direction not to enter School grounds for a period of time, or termination of enrolment.</p> <p>If a parent is unhappy in the application of this Code, they must raise the issue in accordance with the procedure set out in the School's Grievance Procedure.</p>
<b>BREACH OF POLICY</b>	
<b>MAKING A COMPLAINT</b>	<p>Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the School.</p> <p>Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to our policies and procedures including the School's Grievance Procedure.</p> <p>When making a complaint to the School, Parents are required to act in a manner consistent to the Parent Code of Conduct.</p>



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### RELATED DOCUMENTS

- (a) Privacy Policy;
- (b) Enrolment Agreement, including the Enrolment Terms and Conditions;
- (c) Grievance Procedure.

### RECORD OF IMPLEMENTATION

Contact officer	Eloise Beveridge (Principal)
Approved by	Executive leadership
Ratified by	Trinity Lutheran College Council
Authorization	Trinity Lutheran College Council authorizes this policy for publication and implementation having considered relevant legislation and/or operational requirement of users.
Tracking	Ratified 17/9/2019
Review Date (3 year cycle or as required by legislation)	2020