



Policy Number:	COL 18
Policy Name:	Parent Code of Conduct
Contact Officer:	Principal
Date Approved by Executive:	November 28, 2019
Date of Next Review:	November 2022
Related Policies:	Child Safe Policy Safe and Sound Practice Guidelines (Occupational Violence). Guidelines for School Principals (Catholic Education Commission of Victoria) Harassment and Bullying Policy Learning, Teaching and Curriculum Policy Social Media Policy Pastoral Care Policy Enrolment Policy Complaints & Concerns Policy

PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 1359*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

Further information relating to the Ministerial Order can be found at

<https://www.safeguardingservices.com.au/wp-content/uploads/2022/02/Ministerial-Order-1359.pdf>

1. PURPOSE

1.1 At St Joseph's College, Mildura we are committed to nurturing respectful relationships and active partnerships with you as parents/guardians. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

1.2 As parents, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the College community and its culture of respectful relationships.

1.3 This Code of Conduct is intended to guide you in your dealings with staff, other parents, students and the wider College community. It articulates the College's key expectations of both staff and parents with regard to respectful relationships and behaviours. It also specifies the College's position with regard to unacceptable behaviours that breach our culture of respect.

1.4 This Code of Conduct is to be read in conjunction with the above "Related Policies".

2. OUR CULTURE OF RESPECTFUL RELATIONSHIPS

2.1 Among students, staff and parents/guardians we strive to develop the following:

- A respect for the innate dignity and worth of every person;
- An ability to understand the situation of others;
- A co-operative attitude in working with others;
- Open, positive and honest communication;
- The ability to work respectfully with other people;
- Trusting relationships;
- Responsible actions.

2.2 In promoting and upholding this culture, we expect that parents/guardians will:

- Support the College's Catholic ethos, traditions and practices;
- Support the College in its efforts to maintain a positive teaching and learning environment;
- Understand the importance of healthy parent/teacher/child relationships and strive to build the relationships;
- Adhere to the College's policies, as outlined on the College website (other policies are available upon request);
- Treat staff and other parents with respect and courtesy.

2.3 In promoting and upholding this culture, we expect that staff will:

- Use PAM to communicate with you regularly regarding your child's learning, development and wellbeing;
- Provide opportunities for involvement in your child's learning;
- Maintain confidentiality over sensitive issues;
- Relate with and respond to you in a respectful and professional manner;
- Ensure a timely response to any concerns raised by you.

3. RAISING CONCERNS AND RESOLVING CONFLICT

(Refer also to our Complaints and Concerns Policy)

3.1 In raising concerns on behalf of your child, or making a complaint about the College's practices or treatment of your child, we expect that you will:

- Listen to your child, but remember that a different 'reality' may exist elsewhere;
- Observe the College's stated procedures for raising and resolving a grievance/complaint;
- Follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner;
- Communication will normally follow the pathway: Classroom Teacher / Homeroom Teacher / House Leader / Director of Students / Deputy Principal/Principal;
- Refrain from approaching another child while in the care of the College to discuss or chastise them because of actions towards your child. Refer the matter directly to your child's teacher for follow-up and investigation by the College.

3.2 In responding to your concerns or a complaint, we expect that staff will:

- Observe confidentiality and a respect for sensitive issues;
- Ensure that your views and opinions are heard and understood;
- Communicate and respond in ways that are constructive, fair and respectful;
- Ensure a timely response to your concerns/complaint;
- Strive for resolutions and outcomes that are satisfactory to all parties.

3.3 This policy applies to all parents who are members of St Joseph's College staff past and present.

4. STAFF SAFETY AND WELLBEING

4.1 The College places high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviours as harmful and unacceptable insofar as they compromise the safety and professional wellbeing of our staff. These behaviours include, but are not limited to:

- Shouting or swearing, either in person or on the telephone;
- Physical or verbal intimidation;
- Aggressive hand gestures;
- Writing rude, defamatory, aggressive or abusive comments to/about a staff member (emails/social media);
- Racist or sexist comments;
- Damage or violation of safety to possessions/property.

4.2 When a parent behaves in such unacceptable ways, the Principal or a senior staff member will seek to resolve the situation and repair relationships through discussion and/or mediation.

4.3 Where a parent's behaviour is deemed likely to cause ongoing harm, distress or danger to the staff member and others, we may exercise our legal right to impose a temporary or permanent ban from the parent entering the College premises. In an extreme act of violence that threatens to or actually causes physical harm to the staff member and/or his/her property, the matter will be reported to the Police for investigation.