



# CARMICHAEL COLLEGE

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## Parent Code of Conduct

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| <b>Purpose:</b>                      | <p>The Parent Code of Conduct works alongside the College Values of Be Just, Be Merciful and Be Humble.</p> <p>The health and welfare of all members of our college community is important. All children and college staff have the right to feel safe at Carmichael College. Parents/caregivers play a formative role in the development of a child’s ability to be respectful to value justice and to be humble in their interactions with others. They act as one of the most influential role models in a child’s life.</p> <p>The responsibility for upholding the values of the college, therefore, must fall on those with the greatest capacity to reason and control their actions. As such the adult community of our college is expected to model courteous behaviour and treat all members of the college community with respect and consideration.</p> |                          |            |
| <b>Scope:</b>                        | The policy applies to all parents, guardians and visitors of the College community.   |                          |            |
| <b>Status:</b>                       | Current   | <b>Supersedes:</b>       |            |
| <b>Authorised by:</b>                | Shane Ginn  | <b>Date Authorised:</b>  | 19/01/2022 |
| <b>References &amp; Legislation:</b> | <ul style="list-style-type: none"> <li>• <a href="#">Education (General Provisions) Act 2006</a></li> <li>• <a href="#">Education (General Provisions) Regulation 2017</a></li> <li>• <a href="#">Carmichael College Child Protection Policy</a></li> <li>• <a href="#">Workplace Health and Safety</a></li> <li>• <a href="#">Carmichael College Enrolment Contract</a></li> </ul>   |                          |            |
| <b>Date Reviewed:</b>                | January 2022  | <b>Next Review Date:</b> | July 2024  |
| <b>Policy Owner:</b>                 | Principal   |                          |            |

## Rationale

Carmichael College welcomes community participation and values its input. Parents play a crucial role in the academic, social, emotional and physical development of their children. Our college is committed to ensuring that children feel happy, safe and secure, and have the maximum opportunity to learn. As members of the college community parents are expected to conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others and the expertise, experience and qualifications of staff.

The Parent Code of Conduct Policy provides statements that serve as a reminder to all members of the college community of their obligations as a member of the Carmichael College community. This policy applies to all adults including parents, guardians, carers, step-parents, grandparents, extended family, advocates and any others involved in activities or communication-related to Carmichael College.

## Purpose

The Parent Code of Conduct works alongside the College Values of Be Just, Be Merciful and Be Humble.

The health and welfare of all members of our college community is important. All children and college staff have the right to feel safe at Carmichael College. Parents/caregivers play a formative role in the development of a child's ability to be respectful to value justice and to be humble in their interactions with others. They act as one of the most influential role models in a child's life.

The responsibility for upholding the values of the college, therefore, must fall on those with the greatest capacity to reason and control their actions. As such the adult community of our college is expected to model courteous behaviour and treat all members of the college community with respect and consideration.

## Guidelines

As a minimum, all members of the college community are expected to behave with respect, civility and in the manner of a responsible citizen.

There may be times when it is felt the actions of a member of the college community have infringed the rights of a child or staff member. Under no circumstances is a parent or guardian to approach another child, whilst they are in the care of our college, to discuss or chastise them because of their actions. Such an approach to the child may be seen to be an assault on the child and may have legal consequences.

It is appropriate to approach the class teacher in the first instance to seek their intervention in bringing about an equitable and peaceful solution to the situation. If the situation remains unresolved, an approach should be made to the Team Leader and then the College Principal. Bullying has no place within our community and as such will not be tolerated. This is as true for adult-to-adult interaction as it is for child-to-child. All interactions between members of our community must be in keeping with the values espoused by the college and college policies.

Instances of bullying must quickly be brought to the attention of the Classroom Teacher, Year Level Co-ordinator, Head of Department or Principal in line with our policy.

The Carmichael College community should ensure that everyone within the college community is treated with respect, justice and dignity. Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability. Therefore, inappropriate use of social media regarding Carmichael College will not be tolerated.

In order to help protect peoples' good name, problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. We will attempt to resolve these issues through calm dialogue between the parties directly involved whilst respecting the dignity of each and every person.

There is an expectation that people working within the college as "volunteers" avoid forming opinions on other students and/or teachers and sharing their opinions with the broader community.

## Implementation

### Conflict Resolution

Respect and dignity will be accorded to all members of the college community, staff and all children at Carmichael College.

Any conflict on college grounds will be dealt with in a mature and appropriate manner in accordance with existing college and DET procedures. Where students are concerned, an approach to the college will be made in the first instance.

Every effort will be made to listen to the grievances of all parties in a calm and rational manner without recourse to involvement with outside parties who are not directly involved.

Parents have the right to raise issues and concerns related to the education of their child or college matters. Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels. Refer to the College Complaints Resolution Policy which is available on the Carmichael College Website.

### Communication

#### In General

- Parents will use courteous and acceptable written and spoken language in all communications with students, staff and other parents and members of the college community. No profane, insulting, harassing, aggressive or otherwise offensive language may be used.

Parents will act in the best interests of students, their families and staff members. They will not engage in malicious or judgemental gossip and should ensure that anything they say about others is fair and truthful.

- We value our diverse community and respect the rights, religious beliefs and practices of individuals and their families. We respect points of view that are different from our own and all members of our community must refrain from actions and behaviour that constitutes harassment, discrimination or vilification.

### **With College Staff**

All college staff are entitled to a safe and happy work environment. This is in the best interests of the students as well as the staff themselves. Parents should therefore ensure that their interactions with staff do not create unnecessary stress and anxiety. To ensure this, the following practice is in place at Carmichael College:

The priority for college staff is the welfare and education of all students in the college. College staff are therefore not required to respond to emails and telephone calls instantaneously. Responses are not expected outside normal working hours or during college holidays unless it is an emergency.

The time available for parents to meet with staff is limited and must not disrupt the classroom. Parents should be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare unless there is a genuine emergency.

### **With Students**

As members of the college community parents can support the students in learning and encourage them to always try their best. This can be modelled by:

- Sharing our knowledge, learning and experiences with the students,
- Praising the students and encouraging them for all their efforts,
- Encouraging the development of 'enquiring minds',
- Recognising our own and encouraging the student's individuality,

Ensuring that our children are 'equipped' to learn by:

- Providing appropriate items that support the learning opportunities & if unsure to see the student's teacher,
- Ensuring that you support the college in its curriculum priorities and value-adding programs,
- Encourage decision-making and let the students make their own mistakes ('risk taking') and learn for themselves,
- Encouraging an active and healthy lifestyle,
- Setting realistic and achievable goals.
- Being confident to show the students that we can have a go.
- Taking an interest in our children's college work,
- Encouraging and supporting the students to complete their homework,
- Asking the students about their day.
- Be happy, confident and positive. Show and encourage a passion for life.

### **With Other Parents**

Parents will respect the privacy of other parents' email addresses and will not send unsolicited emails or "spam" to other parents nor forward other parents' email addresses without their

permission. The college will not give out the email addresses of parents without permission. Class representatives or activity organisers will not pass on parent email addresses without permission.

### **Media (including Social Media)**

Parents and carers should be aware that there are legal liabilities that may arise, particularly in relation to issues pertaining to photos, videos or other recordings without appropriate consent.

Parents and carers are not to take photos, videos or other recordings of a student without their parent's written consent, of a staff member or parent without their written consent, and not publish information concerning a student, parent, staff member or other member or other member of the school community online without express consent.

### **On College Grounds**

Where possible parents and carers are encouraged to be involved in the college community and support college-based events. Whilst on college grounds parents are asked to adhere to the following:

- Treat all college property with care,
- Respect college policies that support the safe and effective operations of the college and its community,
- Follow the parking rules,
- All visitors to the college during college hours must sign a visitors' register located at the college office and parents will comply with all safety and emergency procedures in place at Carmichael College,
- When attending any kind of college assembly or public meeting, parents will listen respectfully, in the same manner, required of students and staff and will refrain from creating any noise or disturbance during performances or speeches by students, staff or visitors,
- A parent may not interrupt or distract a teacher while classroom instruction or learning activities are underway,
- When visiting a classroom, parents accept the authority of the teacher and that they are in
- attendance on the teacher's terms. Teachers value parental involvement and assistance, but they may ask a parent to leave for any reason, such as:
- Parental assistance not being required,
- Parental presence in the classroom or at the activity is disturbing or distracting to a student or teacher,
- The parent is not in control of their emotions.

### **Physical Safety**

In particular, all college parents and carers must not:

- Use any object (whether as a weapon or otherwise) to threaten or intimidate another person,
- Cause injury to any person by the use of any such object.
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

Any parent or college community member who invites a relative, friend, support, carer or other person to be present at any official college activity held by or for the benefit of the college and its students must at all times be responsible for that person and ensure they act at all times in a manner consistent with this Code of Conduct.

## Consequences of a Breach of the Parent Code of Conduct

Any parent, member of college staff or student may notify the Principal or Assistant Principal of a possible breach of the Parent Code of Conduct. The Principal or Assistant Principal will investigate the complaint and if satisfied that a breach has occurred:

- a) provide a first and/or final warning that a breach of the Code of Conduct has occurred and that a further breach will not be tolerated;
- b) determine whether a breach may be rectified by the parent making a private or public apology, depending on the circumstances, to an individual or group of individuals;
- c) where the breach concerned unacceptable behaviour on a visit to the college, issue a trespass warning to the parent, which, if the behaviour continues, may accelerate to a trespass notice requiring the parent to stay away from the college.

Correspondence that is in breach of this Code of Conduct, because of the language an expression used or the manner in which it is sent or delivered, will not be responded to.

Correspondence which is defined as “vexatious” according to the Complaints Policy will not be responded to.

Nothing in this Policy precludes any person from exercising their individual legal rights in respect of obtaining restraining and intervention orders, reporting the assault, bringing an action for defamation, exercising rights under vilification or discrimination laws or in any other way.

## Right of Appeal

This policy will apply to any decisions made by the College Council and Principal under this Code of Conduct and decisions may be appealed using the college’s procedures for complaints and resolutions.