



CARMICHAEL COLLEGE PARENT CODE OF CONDUCT

Title	Carmichael College Parent Code of Contact
Category	College Operational
Policy Owner	Principal
Approver	Executive Committee
Related Documents	<ul style="list-style-type: none">• Carmichael College Complaints Handling Policy – Parents and Students
Published Location	<i>Internal</i> – SharePoint – Current Policies <i>External</i> – College Website

Revision Record					
Version	Approval Date	Approved By	Effective Date	Review Cycle	Next Review
July 2024	July 2024	Executive Committee	July 2024	Annual	July 2025
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1. 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.

2. Purpose

The College Values of Justice, Mercy and Humility.

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.

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.

3. Guidelines

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

4. Ethical Conduct

When communicating or interacting with the College, parents support the educational ethos and values of the College and model appropriate behaviours for their children to learn from, and work with the College as we educate and support all students. Parents play an important role in the education of their child/ren and should therefore act in the best interests of students, their families, staff, and all the College community by:

- Complying with College policies and procedures and ensuring their children do the same.
- Supporting the College's approach to behaviour management and subsequent consequences.
- Respecting diversity in the ideas and opinions of others and treating others fairly.
- Engaging in only constructive and positive commentary regarding the College and its staff; behaving respectfully in interactions with others whilst on campus and communicating respectfully.
- Promoting a culture of respect and kindness by avoiding behaviours that involve bullying, intimidation, discrimination, harassment, victimization, aggression, or violence, as well as any form of abuse.
- Encouraging positive and considerate communication by refraining from using defamatory, disrespectful, offensive, insulting, or derogatory language or engaging in such conduct.
- Upholding a healthy and safe environment by adhering to school policies such as

With Student

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

Ensuring that their students are 'equipped' to learn by:

- Providing appropriate items that support the learning opportunities & if unsure to see the student's teacher
- Ensuring that they 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
- Ensure students are equipped to learn with the correct equipment and uniform
- Encouraging an active and healthy lifestyle
- Being confident to show the students that we can have a go
- Taking an interest in their student's college work
- Encouraging and supporting the students to complete their homework
- Asking the students about their day
- Setting realistic and achievable goals
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- Be happy, confident and positive. Show and encourage a passion for life

5. Visiting College Grounds or Attending College Activities and Events

Parents should respect the College's directives when visiting the College. To ensure the safety of our staff and students, parents, visitors and volunteers must report to the Main Reception upon arrival to sign in and should only enter a classroom or other student environment when invited to do so by a staff member. This requirement does not apply when visiting the College only to:

- Attend an activity or event to which all members of the College community have been invited.
- Visit the Café.
- Drop off or collect a child from the College before and at the end of the school day.

When visiting the College, or attending activities and events, Parents model appropriate and respectful behaviours by:

- Complying with applicable Workplace Health and Safety and risk-management procedures.
- Complying with all traffic rules and any College traffic management systems in place. This includes adhering to applicable speed limits, observing all traffic signs, limiting the use of car horns, and parking appropriately and safely.
- Complying with any reasonable directions given by College staff.
- Dressing appropriately for the occasion.
- Demonstrating good sporting conduct and fair play when attending the College's sporting and performing arts events.
- Showing appropriate care and regard for the property of the College and other persons. Any damage should be promptly reported to the College.

- Ensuring that physical contact with students is appropriate given the age of and relationship with the student such that questions of impropriety do not arise.
- Not disciplining or raising their voice or get involved in verbal altercations with another parent or child or staff member under any circumstances.
- Advising the College of areas of potential conflict, such as Parenting and Family Court orders in accordance with relevant laws.
- Always behaving lawfully and comply with all applicable Commonwealth and State laws.

6. Communication and Interactions

Any communication, whether it be written or spoken should be courteous and respectful. When communicating and interacting with staff, contractors, and volunteers of the College all staff, contractors and volunteers are entitled to a safe and enjoyable work environment.

If a parent contacts a staff member in relation to a query or concern, a response will be provided within a reasonable period (typically within 48 business hours). To most effectively discuss a particular query or concern, parents wishing to speak to a staff member must make an appointment in advance.

Parents are requested to:

- Respond to College communications when requested to do so
- Respond cooperatively to concerns raised about their child by the College
- Keep the College informed about their child/ren's needs including medical information, family changes or other relevant information
- Email and speak to staff, contractors, and volunteers in a friendly and open manner with courtesy and respect
- Behave in a way that respects the ethos and practices of Christian education as espoused by the College
- Respect the privacy of staff, contractors, and volunteers

Parents must refrain from:

- Raising their voice or interrupting whilst a staff member, contractor, or volunteer is trying to speak
- Emailing and speaking to staff, contractors, or volunteers in a derogatory or offensive manner
- Capturing photos, video recordings, or audio recordings of a staff member, contractor, or volunteer without obtaining prior consent
- Posting a photo, video recording, or audio recording of a staff member, contractor, or volunteer on social media without prior consent that would contravene the appropriate use of social media outlined in this document
- Assaulting (sexually or physically) a staff member, contractor, or volunteer
- Behaviour intended to Intimidate, undermine, threaten, bully, or harass, staff, contractors, or volunteer

When communicating and interacting with other Parents at the College

As a community we would expect that interactions with other parents are positive and respectful. Therefore, we ask that parents:

- Speak to other parents with courtesy and respect.
- Contribute to a positive and friendly culture within the College community.
- Support and encourage the values, activities and ethos of the College.
- Avoid intentionally excluding or treating any parent differently from others.
- Seek consent before capturing photos or videos of another student.
- Obtain consent before sharing photos or videos of another student on social media.
- Always obtain permission from another student's parent or legal guardian before posting their photos or videos on social media.
- Follow any reasonable requests from the school to remove content from social media that depicts or mentions other students.
- Follow directives of car park attendants before, during and after school.
- Refrain from engaging in intimidation, undermining, threats, bullying, or harassment towards other parents.
- Refrain from making baseless accusations against others.
- Respect the privacy of other parents and not share their personal information without consent.

Use of Social Media

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

When using social media (including but not limited to Facebook, Instagram and Twitter), parents must:

- Refrain from posting defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College.
- Refrain from discussing or mentioning the College, its staff, or any members of the College community in a negative or defamatory way.
- Not use it to voice grievances.
- Respect a person's professional and personal environment and must not harass other people online.
- Act with integrity.
- Make reasonable efforts to ensure that their children comply with the College's ICT Protocols as outlined in the ICT Acceptable Use Policy.
- Be respectful to staff, contractors, volunteers, other parents, and/or students.
- Never reveal confidential information relating to the College, staff members, contractors, volunteers, other parents, and/or students at the College.
- Never post photographs of students in school uniform representing the College and its students if they have the potential to bring negative connotations towards the College and its staff and students.
- Never contact students (other than their own) using any form of social media without the express consent of the student's parents.

7. Consequences of a Breach of the Parent Code of Conduct

Any parent, member of college staff or student may notify the Principal or Principal's Delegate of a possible breach of the Parent Code of Conduct. The Principal or Principal's Delegate 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. may ask the parent to leave the campus immediately.
- d. 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.
- e. the student may be removed from the College

Correspondence that is in breach of this Code of Conduct, because of the language an expression used or the way 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.

Appendix 1 - Summary of Key Changes

Version	Key Changes
August 2025	Rewritten to reflect changes in social media expectations