

PARENT, GUARDIAN AND CARER CODE OF CONDUCT



POLICY STATEMENT

Salesian College is committed to the safety and wellbeing of its community. The College is committed to providing a welcoming, inclusive and safe environment for students, staff, parents, guardians, carers and visitors. All members have a right to feel safe and respected.

It is the intention of Salesian College to provide clear guidelines to all parents, guardians, carers and visitors regarding the conduct expected of them while on the school premises, engaging in school-related activities, representing the College or engaging with an on-line platform. Parents/guardians/carers and visitors are expected to support the College's vision, mission and values at all times.

POLICY SYNOPSIS

Salesian College Chadstone is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the school.

It is the intention of Salesian College Chadstone to provide clear guidelines to all parents, guardians, carers and visitors regarding the conduct expected of them while engaging with the College community, engaging in College-related activities or representing the College. Parents/guardians/carers and visitors are expected to support the school's values at all times.

VERSION CONTROL

Prepared by	Principal
Version	1.1
Approved by	Salesian College Chadstone Board
Approval date	May 2024
Next review	2026

ISSUE HISTORY

Date Modified	Modified by	Version	Details
March 2024	Principal	1.0	Cyclic review updates

RATIONALE

The care, safety and wellbeing of students and other members of our community is essential to meet our legal obligations and the values of our Salesian Charter.

SCOPE

This Code of Conduct applies to all Salesian College Chadstone parents, guardians, carers and visitors to the school. The application of this code is not limited to the College grounds and operating hours. It extends to all activities and events that are College-related and when visiting or representing the College or engaging with the College and any of its stakeholders on an online platform. The code also requires that the actions of a parent/guardian/carer or visitor do not bring the school into disrepute at any time.

POLICY

Basic Principles

This Code of Conduct is based on the following principles that everyone at Salesian College Chadstone:

- has the right to be safe
- has the right to be treated with respect and be valued
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying or discrimination
- is encouraged to be respectful
- has the right to be supported and challenged as ongoing learners.

Parents, guardians, carers and visitors are expected to conduct their behaviour appropriately to ensure the safety of all in the community.

Parents, Guardians, Carers and Visitors' Rights

Parents, guardians, carers and visitors are significant contributors in our community and we aim to work in partnership in the care and growth of each student.

The following parents, guardians, carers and visitors rights are important elements to maintaining a positive relationship with the College:

- To be treated with respect and courtesy by staff, students and other parents, guardians, carers and visitors
- To be listened to, and clearly communicated with by the College
- To have confidentiality over sensitive issues respected
- To be treated in a caring and polite manner
- To be treated with professionalism by all staff members
- To be valued as a partner in their son's education.

Expected Conduct of all Parents/Guardian/Carers/Visitors

It is expected that every parent/guardian/carer/visitor will:

- uphold the College's Vision, Mission and Values
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the school and other locations at which they may visit while representing the College
- ensure that their actions do not bring the College into disrepute
- respect College staff and accept their position and direction within the exercise of their duties at the College
- observe all College expectations
- strictly adhere to the College's policies and procedures as required
- behave with respect, courtesy and consideration for others
- not engage in any form of bullying and harassment
- not verbally or physically insult or abuse others
- not engage in activities, conduct or communication that would reasonably be seen to undermine the reputation of the College, inclusive of online platforms and social media
- respect College property and the property of staff, contractors, volunteers and other students
- not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health while visiting the College, attending College functions or engaging in College-based activities
- use the Colleges Complaints Policy to seek resolution for any problems that arise, and accept the College's procedures for handling complaints.

Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- any form of violence. Examples include fighting, assault or threats of violence, any form of threatening language, gestures or conduct
- approaching a child that is not your own with a view to disciplining that child for their behaviour. Such matters are only to be dealt with by College staff
- approaching other College parents to resolve issues arising between students. Such matters should be referred to the College.
- any form of online abuse directed towards the College, staff members, students or parents or any member connected to the College
- language or conduct which is threatening or likely to offend, harass, bully or unfairly discriminate against any member of the Community
- correspondence or communication with College staff in a manner which is unreasonable for example in terms of the frequency or volume of communications or the nature or tone of such communications
- theft, fraud or misuse of College resources
- the use of inappropriate language, gestures and images
- smoking on the College premises or within the immediate environs of the College
- claiming to represent the College in any matter without explicit permission from the College's Principal

Court Orders

The College's priority is the wellbeing of the students and will only comply with court orders to the extent necessary. The College prefers not to become involved in family law proceedings and domestic disputes.

When making a complaint

Parents, guardians, carers and visitors have the right to raise issues and concerns related to the education of their child or other matters relating to the College.

Parents, guardians, carers and visitors 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 College's Communication Protocols and the Complaints Policy.

When making a complaint to the College, parents, guardians, carers and visitors are required to act in a manner consistent with this Parent Code of Conduct.

Breach of Code of Conduct

Any person may notify the Principal or their representative of a possible breach of the Parent Code of Conduct.

Parents/guardians/carers/visitors who breach this code of conduct will be contacted by the Principal or representative.

The Principal or their representative will investigate the situation to determine whether there has been a breach of the Parent Code of Conduct or another College policy. If satisfied that a breach has occurred, the College may implement appropriate action which may include being prohibited from entering College grounds, attending College functions or activities or, setting mandatory parameters around methods and timing of communication.

Parents/guardians/carers/visitors who continually breach this Code of Conduct or who engage in a significant and/or serious breach, will be referred to the Principal, who has full discretion to take or to seek the taking of action which may include termination of the enrolment agreement.

Termination of the enrolment agreement may occur in circumstances where a parent/guardian/carer/visitor repeatedly breaches the Code of Conduct (after the parent/guardian/carer/visitor, or the family collectively, has been warned that any further breach may result in a termination of enrolment). Termination can follow a single occasion which constitutes a serious breach of the Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety).

A decision to withdraw or terminate the enrolment of a student may only be made by the Principal after consultation with the Regional Leadership Consultant and endorsed by the Chair of the Board, upon consideration of the following:

- the view of the Principal
- an objective assessment of all presenting circumstances.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment and/or provide any relevant information in this regard.

In accordance with applicable legislation and the College's Child Safety Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH) will be informed of any unlawful breaches of this code.

In circumstances where the College has issued an immediate or ongoing community safety order (Order) under the School Community Safety Order Scheme which is established under Part 2.1A of the Education and Training Reform Act 2006 (Vic), the College will utilise the Scheme to respond to work-related safety hazards and risks when other less restrictive measures have failed. The Scheme allows the College to issue Orders in relation to parents, carers and other people who engage in harmful, threatening or abusive behaviour. These orders take the form of either ongoing school community safety orders (Ongoing Orders) or immediate school community safety orders (Immediate Orders) and prohibit or restrain certain behaviours from occurring on school premises and school-related places, or in relation to school staff. The Scheme aims to prevent and mitigate the risk of harm to school staff, students and other members of the school community. (See the School Community Safety Order Scheme Review Process for more details about the scheme.)

Privacy

Privacy will be treated confidentially and private information only used for the purpose of ensuring compliance with this policy.

RELATED POLICIES

Child Safety and Wellbeing Policy
School Community Safety Order Scheme Process
Enrolment Policy
Enrolment Terms and Conditions
Complaints Policy
Fees Policy
Bullying and Harassment Policy
Privacy Policy

ACKNOWLEDGEMENT

By enrolling my son in the College, I confirm I have read, understood and agree to uphold the above Parent, Guardian, Carer and Visitor Code of Conduct.