

Bannockburn College believes 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 College requires parents to conduct themselves when visiting the College, participating in College activities and communicating with members of our community (including students, staff and other parents), and includes consequences for any breach.

As a parent, you play a special role in the development of your child's sense of our College's values: Curiosity, Achievement, Respect and Empathy. You also act as one of the most influential role-models within your child's life. It is the expectation of the College community that all parents model acceptable behaviour at all times within the College setting.

All our children have the right to feel safe at College. There may be times when you feel that the actions of another child have infringed upon the rights of your own child. *Under no circumstances is a parent or guardian to approach another child whilst they are in the care of the College to discuss or chastise them because of their actions towards their own child. 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 homegroup teacher or the Learning Community Leader to seek their intervention in bringing about an equitable and peaceful solution to the situation.

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 our College values.* Instances of bullying must quickly be brought to the attention of the College staff so that justice may be achieved for all involved in the conflict.

It is appropriate in times of conflict that correct procedures be followed to allow all parties to be heard and for harmonious solutions to be reached. If the conflict centres on a classroom issue, the first approach should always be made with the classroom teacher. If a resolution is not reached then it is appropriate to involve the Learning Community Leader (or Assistant Principal) with the aim of them assisting with such a result. Should the matter result from a situation outside of classroom then it is appropriate to discuss this with the Assistant Principal in the first instance.

Refusal to act in a way which is conducive to continuing positive relations and in contravention of this Code of Conduct could result in the need for the parents to reconsider the suitability of their child's placement within our College.

This policy applies to all adults including parents, guardians, step-parents, grandparents, extended family members, care givers. In the policy the word "Parents" applies to all caregivers as listed.

## **ETHICAL CONDUCT AND COMMUNICATION WITH STAFF AND STUDENTS**

Parents play a key role in the education of their children and should act in the best interest of students, their families, staff, and the College community. The College celebrates diversity and is an inclusive community that respects the rights, beliefs and practices of individuals and their families.

When attending the College or any College-related event, Parents must:

- refrain from engaging in malicious or judgemental gossip (either directly or online) and ensuring that anything they say about others is fair and truthful;
- refrain from actions and behaviour that constitutes bullying, harassment, discrimination or vilification;
- refrain from offensive, insulting or derogatory language or conduct. This includes wearing clothing with offensive words or insignias;
- dress appropriately according to the occasion;
- not smoke on College grounds within four metres of any entrance (Victorian Law);
- not possess alcohol on College grounds, unless the event has been sanctioned by the College;
- never possess illicit drugs on College grounds;
- not attend College events if affected by alcohol or other intoxicants; and
- show proper care and regard for College property, the property of others and occupational health and safety concerns.

## **COMMUNICATION AND INTERACTION WITH STAFF, OTHER PARENTS AND STUDENTS**

Written and spoken communication to anyone in the College community should be courteous and respectful.

When communicating, Parents must:

- interact civilly with staff, students and other parents at all times;
- not use abusive language or expletives, raise their voice, insult or engage in violent behaviour to anyone on College grounds or at any College-related events;
- ensure that relationships with students are strictly in accordance with appropriate roles and that favouritism, special treatments and deliberate exclusion are avoided;
- ensure 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 discipline or raise their voice or get involved in verbal altercations with another parent or child under any circumstances;
- advise the College of areas of potential conflict, such as parenting and family court orders in accordance with relevant laws.

Parents must respect the privacy of other students, parents, staff, contractors and volunteers in the College community.

The College expects parents to behave lawfully on College grounds and observe the terms of any order, obligation or undertaking they may be subject to.

Parents must not:

- take a photo or video recording of another student or parent without their consent;
- post a photo or video recording of another student or parent on social media without consent;
- 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;

- intimidate, undermine, threaten, bully or harass other students or parents; or

disclose the personal details of a student or parent to another person without consent.

## **USE OF SOCIAL MEDIA**

Despite the range of positive uses of social media, Parents recognise that there are also a number of ethical and legal issues associated with its use, which can be directly or indirectly damaging to the College and others.

Parents must ensure they abide by the laws and the College's expectations of Parents.

When using social media, Parents must:

- not discuss or mention the College, its staff or any members of the College community in a negative or defamatory way;
- be respectful to staff, contractors, volunteers, other parents, and/or students;
- not use it as a means to voice grievances about the College;
- make reasonable efforts to ensure that their children comply with the College's Acceptable Use Policy;
- post photographs of students in College 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 disclose any confidential information of parents, staff, contractors, volunteers, and/or students to third parties without the individual's express consent;
- make contact with students (other than their own) using any form of social media without the express consent of the student's parents;
- never post sexually inappropriate or other material that may damage the reputation of the College.

## **PROCESS FOR MAKING A COMPLAINT**

The College takes seriously any issues that are brought to its attention. If parents express their concerns to the College, they can expect to be treated with courtesy and respect in order to try to resolve the matter.

As a general guide, minor issues may be raised with the child's teacher. Cases of more serious inappropriate conduct or misconduct ought to be directed to the relevant Learning Community Leader or the Assistant Principal.

Each situation will be considered as it arises and based on the issues.

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

In cases where a Parent does not act in accordance with this Parent Code of Conduct in person in or outside of the College grounds, during a phone call or via email, the staff member may take one of the following actions:

- request that the Parent cease their inappropriate communication in order to allow the communication to proceed;
- inform the Parent that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion;
- request another staff member be present for the remainder of the meeting, if deemed necessary to proceed with such; and/or
- lodge a complaint against the offending Parent in accordance with the College's Complaints Policy.

## **BREACHES OF THE CODE OF CONDUCT**

With these guidelines in place it is hoped that parents can appropriately direct their concerns and contribute to a harmonious College community that reflects the College's values.

The consequences for breaches of this Parent Code of Conduct will be determined by the Principal and may include the following:

- the College may ban a Parent from entry to College grounds or from attending College-related co-curricular activities or other events.
- the College may direct that a parent may only communicate with members of staff through a nominated College representative.
- the College, where appropriate, may involve other authorities (Department of Education & Training, Victoria Police).
- the College may take such other steps as it deems appropriate according to the nature of the breach.

Related policies and procedures

Privacy Policy; and

Concerns and Complaints Policy.

Policy reviewed September 2017 Review cycle 3 years