



Parent Code of Conduct

POLICY CATEGORY: HEALTH & SAFETY

Contents

POLICY CONTROL INFORMATION	2
1. POLICY OBJECTIVE	3
2. APPLICATION	3
2.1. Definition of a 'Parent' and 'Visitor'	3
3. BASIC PRINCIPLES	3
3.1. Expected Conduct and Bearing of All Parents and Visitors	3
3.2. Unacceptable Conduct	4
3.3. Parent Disputes	5
3.4. Parent Volunteers	5
4. BREACH OF THE CODE OF CONDUCT	5
5. POLICY COMPLIANCE MONITORING	5
5.1. Policy Compliance Monitoring	5
COMPLIANCE WITH THIS POLICY WILL BE MONITORED BY ALL ST KEVIN'S COLLEGE STAFF.	5
6. RELATED POLICIES, PROCEDURES AND LEGISLATION	5
6.1. St Kevin's College policy and procedure linkage	5
6.2. EREA Policy Linkage	5
POLICY APPROVAL STATUS	5

POLICY CONTROL INFORMATION

POLICY RISK RATING	POLICY REFERENCE	OWNER	ENDORSED
Medium	Parent Code of Conduct	Deputy Principal	Principal
DATE FIRST CREATED	VERSION	APPLICABLE TO	DATE APPROVED
Mar 2021	1.3	St Kevin's Parents/Guardians/Carers	May 2021
APPROVER(S)	NEXT REVIEW DATE	LOCATION	PORTAL RELEASE
Principal	Feb 2024	O:\Governance\Policy	Complispace – Health & Safety Portal – parent

1. POLICY OBJECTIVE

St. Kevin's College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the College.

It is the intention of the College to provide clear guidelines to all parents and visitors regarding the conduct expected of them whilst on the College premises, engaging in College related activities or representing the College. Parents and visitors are expected to uphold the College's core values at all times.

2. APPLICATION

This Code applies to all St. Kevin's parents/guardians/carers and visitors to the College. The application of this Code is not limited to the College site and College hours. It extends to all activities and events that are College-related and when visiting or representing the College. The Code also requires that parent/guardian/carer or visitor actions do not bring the College into disrepute at any time regardless of whether the action occurs within or outside of College activities or on Social Media.

2.1. Definition of a 'Parent' and 'Visitor'

For the purposes of this policy, 'Visitor' of St. Kevin's College includes anyone visiting the College who is not a current student or employee. Reference to 'Parent' includes 'Guardians and Carers'.

3. BASIC PRINCIPLES

This Code of Conduct is based on the following Principles that **everyone** at St. Kevin's College:

- has the right to be safe which includes physical, psychosocial and cultural safety;
- has the right to be treated with respect and be valued even in disagreement;
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying or discrimination;
- is encouraged to be respectful, polite, courteous and considerate of others; and
- has the right to be supported and challenged as ongoing learners.

3.1. Expected Conduct and Bearing of All Parents and Visitors

It is expected that every parent and visitor will:

- uphold the College's core beliefs and values;
- comply with the College's Child Safety Policies and Procedures including the Child Safety Code of Conduct;
- comply with the College's child safety policies and procedures at all times;
- 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 College and other locations at which they may visit whilst representing the College;
- ensure that their actions do not bring the College into disrepute;
- respect College staff and accept their authority and direction within the exercise of their duties at the College;
- observe all College rules and instructions as required (e.g. picking up students in a timely manner after sport or other co-curricular activities);
- strictly adhere to the College's policies and procedures as required;
- behave with respect, courtesy and consideration for others;
- refrain from all forms of bullying and harassment;

- refrain from any form of verbal insult or abuse and from any form of physical abuse or intimidation;
- raise issues of concern with the College in the first instance and refrain from activities, conduct or communication in public that would reasonably be seen to undermine the reputation of the College, employees or students of the College (including activities on public social media accounts);
- 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 whilst visiting the College site, attending College functions or engaging in College based activities;
- respect College staff and accept their authority within the exercise of their duties at the College;
- use the College's Complaints Handling Policy to seek resolution for any problems that arise, and accept the College's procedures for handling matters of complaint; and
- respect the privacy and safety of students and members of staff and refrain from taking photographs and/or filming as and when directed by the School through policy, procedure, guideline, signage and/or verbal instruction.

3.2. 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 physical or verbal violence including fighting, assault or threats of violence;
- approaching a child that is not your own with a view to disciplining that child for their behaviour in relation to College matters (such matters are only to be dealt with by College staff);
- approaching other College parents to resolve issues arising between students at College in relation to College matters (such matters should be referred to College staff);
- any form of cyber bullying or cyber abuse that is directed towards the College, staff members, students or parents or any member connected to the College;
- any form of threatening language, gestures or conduct;
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other;
- continually haranguing, harassing or bullying a staff member because you disagree with their decision/s;
- theft, fraud or misuse of College resources;
- the use of inappropriate or profane words or gestures and images;
- breach of APS Spectator's Code of Conduct;
- visiting College, attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health;
- smoking on the College premises or within the immediate environs of the College; and
- claiming to represent the College in any matter without explicit permission from the College Principal to do so.

3.3. Parent Disputes

In circumstances where a dispute occurs between parents or visitors, the College will seek to:

- avoid becoming involved
- avoid attempting to resolve/mediate the dispute
- act in the best interests of the student/s involved
- act in the best interests of the College community

3.4. Parent Volunteers

In circumstances when a parent is working as a volunteer for the College, the EREA Code of Conduct applies.

4. BREACH OF THE CODE OF CONDUCT

Parents and visitors who breach the Code of Conduct will be contacted by the College Principal, Deputy Principal or delegate. Appropriate action is at the discretion of the College Principal, Deputy Principal or delegate which may include a written warning, face to face meeting, being banned from coming onto College grounds, attending College functions or College based activities.

Parents who continually breach the Code of Conduct will be referred to the Principal, who has discretion to take action which may include review of the enrolment agreement.

In accordance with applicable legislation and the College's Child Protection Policy, the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.

5. POLICY COMPLIANCE MONITORING

5.1. Policy Compliance Monitoring

Compliance with this policy will be monitored by all St Kevin's College staff.

6. RELATED POLICIES, PROCEDURES AND LEGISLATION

6.1. St Kevin's College policy and procedure linkage

- Child Safety Code of Conduct
- Student Code of Conduct
- Child Protection and Safety Policy
- Parents and Student Complaints and Grievances Policy

Further information on this policy can be obtained from: **Deputy Principal**

POLICY APPROVAL STATUS

POLICY RISK RATING	POLICY REFERENCE	ST KEVIN'S	EREA
Medium	Parent Code of Conduct	Principal	N/A
DATE ST KEVIN'S APPROVAL			
May 2021			