

1. Introduction

- 1.1 At Prince of Peace Lutheran College (**the School**) we aim to provide an open, welcoming, inclusive and safe environment for all.
- 1.1 The Parent Code of Conduct applies to all Parents and/or Guardian/s listed in an Enrolment Agreement in connection to a student enrolled at the School, herein after referred to as "**Parents**".
- 1.2 All parents, guardians, step-parents, family members and friends of students enrolled at the School must support and encourage the values, activities and ethos of the School, and are encouraged to read and understand the policies of the School (including the Parent Code of Conduct).
- 1.3 We believe that Parents are valuable contributors to our School 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.
- 1.4 The Parent Code of Conduct outlines the way in which the School requires Parents to conduct themselves when visiting the School campus, participating in School activities, which can be on and off campus, and communicating with members of our School community (including students, staff, volunteers, contractors and other parents).

2. When visiting the School/attending a School event (which may be on or off campus)

- 2.1 Parents are required to:
 - (a) comply with all safety policies and procedures in place at the School;
 - (b) comply with relevant legal obligations under the legislation and any court order;
 - (c) only enter a classroom or attend a School related activity with permission from a staff member;
 - (d) listen respectfully, in the same manner required by students and staff, when attending any kind of School assembly, activity, presentation, class event, or public meeting;
 - (e) treat all parents, staff, contractors, volunteers, students (including their own), and visitors to the School with courtesy and respect; and
 - (f) when attending a School event, including in a voluntary capacity, accept the authority of the teacher (or teachers) when visiting a School activity and comply with any reasonable direction.

2.2 Parents must not:

- (a) use violence of any kind at any time, this can include both physical and verbal abuse;
- (b) disparage the School's Christian teaching or act otherwise in a manner which is disrespectful or contradictory to the School's Christian ethos;
- (c) interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- (d) discipline or reprimand another student; or confront another parent about their child's alleged behaviour;
- (e) bully or harass parents, staff, contractors, volunteers, students, and visitors to the School;
- (f) take a photo or video recording of another student, unless the Parent of that Student is present at the time and consents to the photo or video recording being taken;
- (g) attend the School or any School event whilst intoxicated on drugs or alcohol.

3. When communicating with staff, contractors and volunteers

- 3.1 All staff, contractors and volunteers are entitled to a safe and enjoyable work environment.
- 3.2 If a parent contacts a staff member, contractor, or volunteer in relation to a query or concern, the recipient will respond within a reasonable period of time.
- 3.3 In order to most effectively discuss a particular query or concern, parents wishing to speak to a staff member, contractor, or volunteer (either in person or over the phone) should make an appointment in advance, as often staff have current and immediate obligations to student supervision.
- 3.4 Teachers are expected to be supervising students five minutes before and after school commences and finishes and should not be considered available at this time.
- 3.5 Whilst the School will make reasonable attempts to comply with a court order between Parents, the School's priority is the wellbeing of the students and will only comply with court orders between Parents so far as reasonably practicable for the wellbeing of the student.
- 3.6 Parents are required to:
 - (a) speak to staff, contractors, and volunteers with courtesy and respect;
 - (b) communicate with staff, contractors and volunteers in a clear, respectful and courteous manner; and
 - (c) respect the privacy of all staff, contractors, and volunteers.

3.7 Parents must not:

- (a) use violence of any kind at any time, which includes physical and verbal abuse;
- (b) raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak;
- (c) speak to staff, contractors, or volunteers in a derogatory or offensive manner;
- (d) take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;
- (e) post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;
- (f) assault (verbally, sexually or physically) a staff member, contractor or volunteer; or
- (g) intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

4. When communicating with other students (not their own) and other Parents**4.1 Parents are required to:**

- (a) speak to other students and parents with courtesy and respect;
- (b) contribute to a positive and friendly culture within the School community;
- (c) support and encourage the values, activities and ethos of the School; and
- (d) respect the privacy of other students and parents.

4.2 Parents must not:

- (a) use violence of any kind at any time, which includes physical or verbal abuse;
- (b) raise their voice when speaking to other students and parents;
- (c) deliberately exclude a student or parent or treat a student or parent differently to other students or parents;
- (d) speak to other students or parents in a derogatory or offensive manner;
- (e) discipline or reprimand a child; or confront another parent about their child's alleged behaviour;
- (f) take a photo or video recording of another student or parent without consent from the parent or a parent of the student;

- (g) post a photo or video recording of another student or parent on social media without consent;
- (h) 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;
- (i) intimidate, undermine, threaten, bully or harass other students or parents; or
- (j) disclose the personal details of a student or parent to another person without consent.

5. When using social media (or any other internet platform)

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

5.2 When using social media, parents must:

- (a) respect a person's professional and personal environment and must not harass other people online;
- (b) act with integrity;
- (c) not use social media to voice grievances about the School;
- (d) make reasonable efforts to ensure that their children comply with the School's Social Media Policy (however named);
- (e) be respectful to staff, contractors, volunteers, other parents, and/or students;
- (f) never reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and/or students at the School;
- (g) not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the School, staff, contractor, other students or volunteers. This includes not disparaging the School's Christian teaching or acting otherwise in a manner which is disrespectful or contradictory to the School's Christian ethos; and
- (h) comply with any additional requirements within the School's Social Media Policy (however named).

6. When making a complaint

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

6.2 Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to the School's policies and procedures including the School's Grievance Procedure.

- 6.3 When making a complaint to the School, Parents are required to act in a manner consistent to the Parent Code of Conduct.

7. Consequences of a breach

- 7.1 Any person may notify the Principal of a possible breach of the Parent Code of Conduct.
- 7.2 The Principal or their representative will investigate the complaint to determine whether there has been a breach of the Parent Code of Conduct or other policy.
- 7.3 If satisfied that a breach has occurred, the Principal or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, direction not to enter School grounds for a period of time, or termination of enrolment.

8. Related policies and procedures

- (a) Privacy Policy;
- (b) Social Media Policy (however named);
- (c) Enrolment Agreements, Enrolment Terms and Conditions;
- (d) Grievance Procedure.

If you have any questions in relation to this policy, please contact the School's Executive Assistant.

This document was last approved by the College Council in 2023.