



## Parents & Guardians

# Code of Conduct

### Introduction

Schools are complex organisations comprising a diversity of populations that have different relationships to one another. Employing authorities and school principals carry a duty of care for providing a safe learning and working environment for students and staff. They also have a nondelegable duty under the Occupational Health and Safety Act 2004 (Vic.) ('OHS Act') to institute measures that either eliminate risks to student and staff safety or reduce risks as far as is practicable.

It is acknowledged that parents play a formative role in the development of the child's sense of justice, equity, and worth of all members of the school community. Parents are the most influential role models within a child's life. It is important to build a harmonious community where students can flourish.

This Code is designed to guide parents, caregivers and guardians in their dealings with staff, other parents, students and the wider school community. The Code is written in line with the School's Values and Expectations. The Code stands beside but does not of course exclude or replace the rights and obligations of individuals under common law. This Code of Conduct is to be read in conjunction with the St Peter's Vision Statement and MACS

- Child Safety Code of Conduct
- Complaints Resolution Policy
- Positive Behaviour Policy
- Anti-Bullying Policy
- Social Media Policy for Parents

### **OUR GOSPEL VALUES:**

We are called to emulate Jesus' call to love God and to love each other. In living out these Gospel values we strive to develop the following:

- An inclusive approach including a non-judgemental and welcoming attitude towards all people
- An ability to understand the situation of others
- A co-operative attitude in working with others
- Open, positive and honest communication
- The ability to work respectfully with other people
- Trusting relationships
- Responsible actions / behaviours

### **As a Parent/Guardian/Caregiver when enrolling in the school you agree to:**

- Support in words and actions the philosophy of Catholic Education

- Work in partnership with the school for the common goal of achieving what is best for all
- Support your child/ren in all educational endeavours by giving praise and showing interest in school activities
- Model resilience – encourage healthy problem solving
- Help your child/ren to understand that ‘giving of your very best’ is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others involved
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Demonstrate that both parents and teachers work together for the benefit of the child/ren
- Adhere to the school’s policies, as outlined on the school webpage and endeavour to support these Policies in the home
- Co-operate with the school when your child’s behaviour has overstepped accepted school standards, as detailed in the MACS Pastoral Care of Students Policy
- Follow specified protocol for communication with staff members
- Support the school in its efforts to maintain a positive teaching and learning environment
- Discourage gossip and hearsay by communicating directly with staff at the school and always model good manners for your child
- Maintain a positive and co-operative attitude and interact positively with other parents and members of the school community
- Encourage community interactions with other parents in your year level and across the school
- Be positive and value the school community and its reputation especially when engaging with social media

#### **Parent/Guardian/Caregiver Rights:**

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, in regard to your child’s education and development
- To have confidentiality over sensitive issues respected by staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised
- To be treated with professionalism by all staff members

#### **Parent/Guardian/Caregiver Responsibilities:**

- Value and champion your school and its reputation. Be mindful of the hurt and damage social media may cause to staff members and other parents
- Under no circumstances approach another child whilst in the care of the school to address, discuss or chastise them because of actions towards your own child/ren
- Respect the rights of staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct policies and procedures to resolve a grievance or conflict as outlined in the MACS Complaints Resolution Policy

- Respect teachers' preparation time before and after school and make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting before school or after school unless pre-arranged
- To protect our children do not discuss any grievances or perceived failings in front of them regarding the school
- On excursions, helping in class or on camps, parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and must refer them to the teacher if the behaviour continues
- As valued members of the school community attend and participate appropriately in school liturgies or special events including sporting carnivals, interschool sport, academic and cultural events.

### **Grievance Process for Parents, Guardians and Carers**

St Peter's wants to work in partnership with our families. If a parent/guardian/caregiver has a current **complaint, criticism or concern**, it is expected the following steps (as outlined in the MACS Complaints Resolution Policy) be followed in the first instance:

1. Speak to the appropriate school person involved first (e.g. class teacher) and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person
2. If for some reason this is not possible, then make an appointment to see the Principal (or other nominated leadership personnel)
3. The Principal (or nominee) should endeavour to mediate and find resolution
4. If, having followed Steps 1-3 with no satisfaction from your perspective, you may take your complaint to MACS Regional Office for further facilitation.

It is important to note that criticism regarding a staff member will only be heard if it is related to their professional conduct.

**Deliberate breaches and inability to respect the St Peter's Code of Conduct for Parents & Volunteers or vexatious complaints may result in a Trespass Order being issued under the Summary Offences Act 1966, Section 9 (1), which would effectively prohibit a parent/guardian/caregiver from entering school grounds. Such continued behaviour could also result in the possible termination of enrolment of their child.**

If your complaint relates to Sexual Abuse by a staff member towards a child in both an historical or current matter you should, in the first instance, contact the police.

#### **POLICY TIMELINE FOR DEVELOPMENT & REVIEW**

Date	Action	Who involved
November 2018	Policy Ratified	School Board
November 2021	Policy to be reviewed	