

## CODE OF CONDUCT – PARENTS/GUARDIANS & VOLUNTEERS POLICY

### **PURPOSE**

Tintern Grammar aims to provide an open, welcoming and safe environment for all. We believe that all parents/guardians and volunteers play a valuable role in the life of the school.

This code of conduct for parents/guardians and volunteers outlines the type of practice we require all adults working and volunteering in our school to follow. It will assist in ensuring the safety and wellbeing of children, families and staff.

The Code of Conduct is a broad outline of behavioural principles, expectations and ideals. This policy will provide guidelines to promote desirable and appropriate behaviour to ensure that all interaction with students and adults is respectful, honest, courteous, sensitive, tactful and considerate.

Tintern Grammar has a legal and moral responsibility to provide a safe and happy environment for all students and staff.

### **COMMENCEMENT AND VARIATION**

This policy commences operation on 1 November 2015 and replaces all previous Code of Conduct - Parents, Guardians & Volunteers Policies of the School. This policy is subject to variation by Tintern Grammar from time to time. Amended policies will be communicated to employees and families.

### **SCOPE**

This code of conduct applies to all adults, including parents/guardians, volunteers, extended family, visitors and others while involved in any activities related to Tintern Grammar.

### **VALUES**

Tintern Grammar is a place of learning for students and the rights of the student will be considered first and foremost. The school is committed to:

- The wellbeing of each student having fundamental importance;
- The provision, as far as is practical, of a safe and secure environment for students and staff;
- Providing an open, welcoming environment where everyone's contribution is valued and respected; and
- Encouraging parents/guardians, volunteers and community members to support and participate in the life of the school.

### **BACKGROUND AND LEGISLATION**

This may include, but is not limited to:

- Ministerial Order No. 870 2016 (Vic)
- Children's Services Act 1996 (Vic)(Pre Prep)

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- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Equal Opportunity Act 2010 (Vic)
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Occupational Health and Safety Act 2004 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Sex Discrimination Act 1984 (Cth)
- Workplace Relations Act 1996 (Cth)

Tintern Grammar needs to ensure:

*“..that the children’s service is operated in a way which ensures the safety of the children being cared for or educated and that their development needs are met”*

Children’s Services Act 1996 Section 18 (4), Education Act.

As an employer Tintern Grammar has an obligation to ensure a safe and discrimination free working environment for staff in accordance with relevant legislation.

Tintern Grammar needs to ensure all parents/guardians, volunteers, staff, students and any other persons involved in the school, adhere to clear guidelines regarding appropriate interaction and communication with one another, and with students and staff at the school.

## **PROCEDURES**

### **General guidelines for interactions**

#### Safety

Comply with all relevant policies and procedures of each school. These are displayed on the Tintern Grammar internet. Be aware of the emergency evacuation procedures.

#### Ethical conduct

Always act in the best interests of students, their families, and staff members.

#### Support

Work in a co-operative and positive manner.

#### Communication

Use courteous and acceptable written and spoken language. Refrain from the use of profane, insulting, harassing, aggressive or otherwise offensive language. Response to emails and telephone calls are not expected to be instantaneous or out of normal working hours, unless of an urgent nature. Normal service standard suggests that an acceptable response time for emails is within 48 hours.

## Respect

Value the rights, religious beliefs and practices of individuals. Refrain from actions and behaviour that constitutes harassment or discrimination.

## Confidentiality

Comply with the schools Privacy Policy.

## Children's program

If participating in the program seek guidance and direction from staff. If unsure ask staff for further information. Behaviour guidance of the students is the responsibility of staff. Immediately refer any issues or concerns related to managing student's behaviour towards staff.

### **Tintern Grammar is responsible for:**

- Ensuring all parents/guardians, staff, volunteers, students and visitors are provided with a copy of this policy upon arrival, employment and enrolment;
- Maintaining currency and relevancy of the Code of Conduct Policy; and
- Implementing the standards of conduct as set out in this policy as (Schedule1).

### **Staff are responsible for:**

- Respecting the individual needs, cultural practices and beliefs of families in all interactions, both verbal and non-verbal;
- Working with colleagues, the Board and parents/guardians to provide an environment that encourages positive interactions and supports constructive feedback; and
- Providing guidance to parents/guardians and volunteers through positive role modelling and when appropriate, clear and respectful directions.

### **The Parents/guardians are responsible for:**

- Reading the Code of Conduct Policy; and
- Abiding by the standards of conduct as set out in this policy (Schedule 1).

## **PROCEDURE FOR DEALING WITH A BREACH IN THE CODE OF CONDUCT**

On notification of a possible breach of the code the appropriate Grammar Executive member will investigate the complaint and recommend a course of action to the Tintern Grammar Executive which may include, but is not limited to:

- A first and final warning meeting and subsequent letter being issued to inform the relevant person/s of the outcome of the investigation and that another breach of the code of conduct will not be tolerated.
- A restraining order (via the legal system) being sought against the relevant person. The restraining order will detail the limitations, and constraints imposed on the named individual in their actions and interactions with Tintern Grammar.

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- The withdrawal or suspension of a student's place in the school due to the parent's/guardian's serious breach of the Code of Conduct. This action will only be taken if no other alternatives are deemed appropriate.

## **RELATED DOCUMENTS**

Tintern Grammar Child Safety Code of Conduct - 2017

Tintern Grammar Privacy Policy

## **APPROVAL**

Policy Approved By: Tintern Grammar Executive

Date Approved: 1 November 2015

Revision Date: 1 November 2017

## **SCHEDULE 1**

### **STANDARDS OF CONDUCT**

#### **Behavioural practices to follow**

##### **In relation to students**

- Be a positive role model at all times
- Always speak in an encouraging and positive manner
- Listen actively to students and offer empathy, support and guidance where needed
- Regard all students equally and with respect and dignity

##### **In relation to other adults (including staff)**

- Use respectful, encouraging and accepting language
- Respect the rights of others as individuals
- Give encouraging and constructive feedback rather than negative criticism
- Accept staff decisions and follow their directions. Speak with the staff member if you have a problem complying with any directions
- Be aware of emergency evacuation procedures
- Discipline of students is the responsibility of staff and therefore any matters or concerns related to managing students behaviour should be referred to staff immediately
- Refrain from public criticism of children and staff at the school
- Under NO circumstances should a student, parent/guardian or member of staff be approached directly or in a confrontational manner
- Responses to e-mails and telephone calls are not expected to be instantaneous or out of normal working hours, unless of an urgent nature. Normal service standard suggests that an acceptable response time for e-mails is within 48 hours
- Smoking is prohibited on the school property at all times.

##### **In general**

- Tintern Grammar staff are responsible for the students that are enrolled in the school.
- Parents/guardians, and other persons attending with children not enrolled in the school are responsible for supervision of their children at all times.