

PARENT CODE OF CONDUCT POLICY

1. INTRODUCTION

Tintern Grammar (the School) is committed to ensuring a safe and harmonious environment of learning and community. The School aims to provide an open, welcoming and safe environment for everyone. The School believes that all members of the School Community play a valuable role in the life of the School.

2. PURPOSE

The purpose of this Code of Conduct is to ensure that all members of the School Community treat and interact with each other in ways that demonstrate respect for themselves and others, and uphold the School's Compass Values.

This Code of Conduct is intended to provide a set of general principles and guidelines to guide community members in their interaction with staff, students, parents and the wider School Community.

3. SCOPE

This Policy applies to all members of the School Community: parents and family members of students, guardians, home stay hosts and their family members, local support persons, volunteers and also to past staff and family and friends of past students. It applies to both in person and online interactions.

For the purpose of this Policy, 'School Community' also includes the Principal, staff, employees, coaches, students, parents, guardians, relatives, friends, supporters, carers and invitees of the School, when in the School environment or when attending any School related event or activity at another location.

4. VALUES

The School is a place of learning for students and the rights of the student are first and foremost when educating and developing the student. The School is committed to:

- (a) our Compass values of commitment, integrity, independence, compassion, fulfilment, respect, confidence and responsibility.
- (b) the wellbeing of each student being of fundamental importance;
- (c) the provision of a safe and secure environment for students and staff;
- (d) providing an open, welcoming environment where everyone is valued and respected; and
- (e) encouraging parents, guardians, volunteers, Home Stay Hosts and community members to support and participate in the life of the School.

5. BREACHES OF THIS CODE

Any breach of this Policy may result in disciplinary action, including up to termination of enrolment, or, where the person who has breached the code is a staff member, termination of employment.

6. MONITORING AND REVIEW

A review of this Policy shall be conducted every two years.

The Board will be responsible for ensuring that this Policy is reviewed and updated.

7. RELATED TINTERN GRAMMAR POLICIES

- 7.1 Social Media Acceptable Use Policy
- 7.2 Student Social Media Policy
- 7.3 Digital Citizenship Agreement
- 7.4 Privacy Policy
- 7.5 Complaints Policy
- 7.6 Student Code of Conduct

8. APPROVAL

- 8.1 Policy Approved by: Tintern Grammar Executive
- 8.2 Date Approved: 20/6/2019
- 8.3 Revision Date: 20/6/2022
- 8.4 Review cycle: 3 years
- 8.5 Owner: Principal

PARENT CODE OF CONDUCT PROCEDURE

1. WHEN VISITING THE SCHOOL

- 1.1 Parents and School Community members must:
- (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 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, presentation, class event, or public meeting;
 - (e) treat all parents, staff, contractors, volunteers, students, and visitors to the School with courtesy and respect; and
 - (f) accept the authority of the teacher (or teachers) when visiting a classroom and comply with any reasonable direction.
- 1.2 Parents and School Community members must not:
- (a) interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
 - (b) discipline or reprimand a child about their behaviour if that child is not their own child;
 - (c) bully or harass parents, staff, contractors, volunteers, students, and visitors to the School;
 - (d) take a photo or video recording of a child if that child is not their own child, unless the parent of the child is present at the time and consents to the photo or video recording being taken; and
 - (e) attend the School whilst under the influence of drugs or alcohol.

2. WHEN COMMUNICATING WITH STAFF, CONTRACTORS AND VOLUNTEERS

- 2.1 All staff, contractors and volunteers are entitled to a safe and enjoyable work environment.
- 2.2 If a parent and/or guardian contacts a staff member, contractor, or volunteer in relation to a query or concern, the recipient will respond within a reasonable period of time.
- 2.3 In order to most effectively discuss a particular query or concern, parents and School Community members wishing to speak to a staff member, contractor, or volunteer (either in person or over the phone) must make an appointment in advance.
- 2.4 The School's priority is the wellbeing of the students. Whilst the School will comply with court orders which bind the School, parents who have separated should have no expectation that the School will cooperate in relation to any family law dispute or "police" court orders on behalf of parents.
- 2.5 Parents and School Community members must:
- (a) speak to staff, contractors, and volunteers with courtesy and respect;
 - (b) communicate with staff, contractors, and volunteers in a clear, friendly and open manner;
 - (c) respect staff decisions and follow their directions; and
 - (d) respect the privacy of staff, contractors, and volunteers.
- 2.6 Parents and School Community members must not:
- (a) raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak;
 - (b) use profane, insulting, harassing, aggressive or otherwise offensive language;
 - (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 (sexually or physically) a staff member, contractor or volunteer; or
 - (g) intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

3. WHEN COMMUNICATING WITH OTHER MEMBERS OF THE SCHOOL COMMUNITY:

- 3.1 Parents and School Community members must:
- (a) speak to others 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 others.
- 3.2 Parents and School Community members must not:
- (a) raise their voice when speaking to others;
 - (b) use profane, insulting, harassing, aggressive or otherwise offensive language;
 - (c) deliberately exclude others or purposely treat some members of the School Community differently from others;
 - (d) speak to others in a derogatory or offensive manner;
 - (e) take a photo or video recording of another person without their consent;
 - (f) post a photo or video recording of another person on social media without consent;
 - (g) 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 or legal guardian beforehand;
 - (h) intimidate, undermine, threaten, bully or harass others;
 - (i) attempt to manage the behaviour of any student other than their own; or
 - (j) disclose the personal details of others to another person without consent.

4. WHEN USING SOCIAL MEDIA

- 4.1 Parents and School Community members 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 and/or guardian of the School.
- 4.2 When using social media, parents and School Community members must:
- (a) respect a person's professional and personal environment and must not harass other people online;
 - (b) act with integrity;
 - (c) make reasonable efforts to ensure that they and their children comply with the School's Social Media Policy;
 - (d) be respectful to staff, contractors, volunteers, other parents, and/or students; and
 - (e) never reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and/or students at the School.
- 4.3 Parents and School Community members must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the School. Parents understand that the School may remove posts on social media that breach these requirements.

5. WHEN MAKING A COMPLAINT

- 5.1 Parents and School Community members have the right to raise issues and concerns related to the education of their child or other matters relating to the School.
- 5.2 Parents and School Community members should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to our policies and procedures including the School's Complaints Policy.
- 5.3 When making a complaint to the School, parents and School Community members are required to act in a manner consistent with this Code of Conduct.

6. CONSEQUENCES OF A BREACH

- 6.1 Any parent and/or guardian, student, staff member, contractor or volunteer may notify the Principal of a possible breach of this Code of Conduct.
- 6.2 The Principal or their representative will investigate the complaint to determine whether there has been a breach of this Code of Conduct.

- 6.3 If satisfied that a breach has occurred, the Principal or their representative may implement disciplinary action against the respondent such as a warning, requirement to attend meeting, direction to provide an apology, direction not to enter School grounds for a period of time, or termination of enrolment (or employment, where the person breaching this Policy is a staff member).