St Joseph's Primary School, Coleraine
Parents/Guardians/Carers Code of Conduct

Document Number: ENRV1240621

St Joseph's Primary School, Coleraine operates with the consent of the Bishop of the Catholic Diocese of Ballarat and is operated and governed by the Diocese of Ballarat Catholic Education Limited (DOBCEL).

This Code of Conduct aligns with St Joseph's Primary School, Coleraine Enrolment Policy and Procedures and the St Joseph's Primary School, Coleraine Enrolment Agreement. Parents/guardians/carers are expected to read, sign, and comply with this Code of Conduct for the student's enrolment to be accepted.

Purpose

St Joseph's Primary School, Coleraine is committed to ensuring a respectful learning environment that is safe, positive, and supportive for all students, staff, and visitors of the school.

It is the intention of St Joseph's Primary School, Coleraine to provide clear guidelines to all parents/guardians/carers regarding the conduct expected of them while in all school environments, engaging in school-related activities or representing the school. Parents/guardians/carers are expected to uphold the school's core values at all times.

Scope

This Code of Conduct applies to all St Joseph's Primary School, Coleraine parents, step-parents, guardians, carers, grandparents and extended family members attending the school and school related places. The application of this code is not limited to the school site and school hours. It extends to all school-related activities and events (including, but not limited to: school fetes, camps or sporting events, online activity, etc.) and when visiting or representing the school.

Principles

This Code of Conduct is based on the following principles that everyone at St Joseph's Primary School, Coleraine:

- has the right to be safe
- 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, discrimination or any harmful, threatening or abusive behaviour
- is encouraged to be respectful, polite, courteous and considerate of others
- has the right to be supported and challenged as ongoing learners.

Expected Conduct and Behaviour of all Parents/Guardians/Carers

Support the Educational Ethos, Mission, Catholic Faith and Values of the School

It is expected that every parent/guardian/carer will uphold the St Joseph's Primary School, Coleraine core beliefs and values and model appropriate behaviours for their children to learn from.
Parents/guardians/carers will work with St Joseph's Primary School, Coleraine as it educates and provides pastoral support to all students.

It is expected that every parent/guardian/carer will:

- uphold the school's core beliefs and values
- 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 school and other locations at which they may visit while representing the school
- ensure that their actions do not bring the school into disrepute
- respect school staff and accept their authority and direction within the exercise of their duties at the school
- observe all school rules as required
- strictly adhere to the school'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
- refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the school, employees or students of the school, including activities on social media
- respect school 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 while visiting the school site, attending school functions or engaging in school-based activities.

Parents are expected to be a role model for responsible and safe behaviours. This includes ensuring the health and safety of all members of our school community (including staff, students, parents/guardians/carers and alumni) and the wider community. Parents are expected to ensure that other individuals involved in their child's life, such as other relatives, grandparents and carers, also comply with this code.

Behave Respectfully Towards Members of our Community

St Joseph's Primary School, Coleraine expects that parents will behave respectfully at all times towards other members of the school community. This applies not only to words used, actions, but also to tone and body language.

The following is a non-exhaustive list of behaviours that are considered not respectful and are unacceptable:

- rude or insulting behaviour, including passive-aggressive, intimidating or derogatory language
- bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse. Please note that in addition to being a breach of this code, such behaviour may also be unlawful
- actual or threatened aggression (verbal or non-verbal) or violence
- behaviour that causes a risk to a person's health and wellbeing
- defamatory or disrespectful comments
- gossip, rumour, and innuendo

- raising one's voice, or using offensive language or actions, while communicating
- age-inappropriate language when communicating with or about children
- vexatious complaints
- any form of cyber bullying or cyber abuse that is directed towards the school, staff members, students or parents or any member connected to the school
- approaching a child that is not your own with a view to disciplining that child for their behaviour. Such matters are only to be dealt with by school staff
- approaching other school parents to resolve issues arising between students at school. Such matters should be referred to school staff
- smoking or vaping on the school premises or within the immediate environs of the school
- claiming to represent the school in any matter without explicit permission from the school principal to do so.

Use of Technology and Social Media

Parents/guardians/carers are expected to be respectful in their communication with others, be mindful of privacy and safety in publishing information online, and ensure confidential information is not shared without permission.

It is expected that every parent/guardian/carer will:

- respect a staff member's professional and personal boundaries, by not using their personal online presence to raise school matters (or otherwise engage in disrespectful behaviour)
- not take photos, videos or other recordings of a staff member or parent without their consent, or of a student without their parent's consent, and not publish information (including personal details, contact information, images and recordings) concerning a staff member, parent/guardian/carer, student or other member of the school community online without express consent
- avoid publishing information which may bring the school (or any of its staff, students, parents and other members of the school community) into disrepute. This may include an image or recording which shows a student in school uniform, or a member of the school community at the school or at a school activity or event, behaving inappropriately
- not communicate with students from another family outside of the school, including by email or on social media, without prior consent from that student's parent(s)/guardian/carer
- not discuss confidential or sensitive school matters, including in relation to grievances about a particular staff member or student, online
- obtain express permission to use the St Joseph's Primary School, Coleraine name or insignia in the title of any online website, forum or group, or printed or online publication. In addition, no suggestion should be made that any such platform or material is operated or sanctioned by the school.

Be a Responsible Visitor and Participant

Parents/guardians/carers must respect St Joseph's Primary School, Coleraine risk-management procedures when visiting the school and abide by all health and safety rules and procedures operating within the school and other locations at which they may visit while representing the school

Parents/guardians/carers should immediately proceed to Reception upon arrival to sign in, and should only enter a classroom or other student environment when invited to do so by a staff member. This requirement does not apply when visiting the school only to:

(a) attend an activity or event to which all members of the school community have been invited
(b) visit the School uniform shop [school to delete if not applicable]

(c) drop-off or collect a child from school

When visiting St Joseph's Primary School, Coleraine, or attending school activities and events, parents should demonstrate appropriate and respectful behaviours, and uphold the school's values. This includes:

- demonstrating good conduct and supporting fair play when attending the school's art, drama and sporting events
- demonstrating respect for the Catholic faith when attending a Church service or other religious event
- complying with applicable occupation, student and workplace health and safety and risk-management procedures
- complying with any reasonable directions given by the school's staff
- dressing appropriately for the occasion
- not being under the influence of drugs or alcohol (and otherwise not engaging in the possession, sale or supply of the same at the school)
- behaving lawfully on School grounds whether at events hosted by or connected to the school, whether conducted on site or otherwise
- ensuring that physical contact with students is appropriate given the age of, and relationship with, the student
- respecting the School's property and the property of other members of the school community (including staff, students and parents)
- respecting that the school and school environs are cigarette and vape free at all times.

When dropping off and picking up students from St Joseph's Primary School, Coleraine, parents are expected to ensure the health and safety of all members of our school community, as well as the wider community, at all times.

Parents must comply with all traffic rules and any School traffic management system in place. This includes adhering to applicable speed limits, observing all traffic signs, limiting the use of car horns (unless indicating imminent danger), and parking appropriately and safely.

Parents must also comply with any government issued health orders or directions in response to COVID-19 or any other pandemic. This includes adhering to vaccination, social distancing and face mask requirements (as applicable from time to time).

Raise Grievances Appropriately and Productively

St Joseph's Primary School, Coleraine is committed to the education and wellbeing of each student. It is therefore critical that parents/guardians/carers are able to raise genuine grievances they may have about such matters in an appropriate, constructive and respectful manner.

St Joseph's Primary School, Coleraine grievance-management procedures are set out in the school's Complaints Management Policy and Procedures. This policy sets out how concerns and grievances may be raised with St Joseph's Primary School, Coleraine; who they should be raised with; and how the school will deal with these in a respectful and timely manner.

Parents/guardians/carers with grievances or complaints should consult the school's Complaints Management Policy and Procedures, which are available on St Joseph's Primary School, Coleraine website.

Breach of the Code of Conduct

Parents/guardians/carers are, as a condition of enrolment, expected to read, sign, and comply with St Joseph's Primary School, Coleraine Enrolment Agreement, St Joseph's Primary School, Coleraine Parent/Guardian/Carer Code of Conduct (**Code of Conduct**), and relevant school policies.

The Principal will have absolute discretion for deciding how to best respond to concerns about a parent's compliance with this Code. The only exception is where a breach of this Code may result in the revoking or termination of an enrolment/s. This decision will be executed by the Executive Director of the Diocese of Ballarat Catholic Education Limited.

Parents/guardians/carers who breach this Code of Conduct or Enrolment Agreement will be contacted by the Principal. Appropriate action is at the discretion of the Principal and may include:

- a request that the relevant conduct immediately cease
- a written warning
- limiting and reducing access to school grounds
- limiting attendance or banning attendance at school functions or school-based activities
- setting mandatory parameters around methods and timing of communication, including a requirement that a parent (or another relevant person) only communicate with a nominated School representative
- imposing an Immediate or Ongoing School Community Safety Order
- termination of the enrolment of a parent/guardian/carer's child(ren).

Staff and volunteers are empowered to take steps to protect their own health and wellbeing. If they feel that a parent is being inappropriate, they are encouraged to indicate this and ask that the behaviour stop. If it does not, or if a staff member feels that a parent's actions are posing a risk to their or someone else's health and wellbeing, they are empowered to remove themselves from the situation. This may include immediately concluding a meeting or phone call, or demanding that a parent/guardian/carer immediately leave the school grounds (or a school activity or event).

Should any parent/guardian/carer:

(a) repeatedly breach the terms of the Enrolment Agreement, Code of Conduct, and/or relevant school policies (after the parent/guardian/carer or the family collectively, has been warned that any further breach may result in a termination of enrolment); or

(b) engage in conduct on a single occasion which constitutes a serious breach of the Code of Conduct and/or relevant school policies (involving for example, conduct which poses a serious risk to staff or student health and safety), the circumstances may result in a termination of their child/(ren)'s enrolment

(c) A termination of enrolment may also occur where any parent/guardian/carer has engaged in conduct on a single occasion which constitutes a serious breach of the Parent / Guardian / Carer Code of Conduct and/or relevant school policies (involving for example, conduct which poses a serious risk to staff or student health and safety). In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

A decision to withdraw or terminate the enrolment of a student may only be made by the Executive Director upon consideration of the following:

- the view of the principal of the school
- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent/guardian/carer
- the principles of procedural fairness are followed in the decision-making process, including an opportunity for the student and their family/guardians/carers to be heard, all relevant information considered, in accordance with the Suspension, Negotiated Transfer and Expulsion Policy and Procedures, if relevant.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

In accordance with applicable legislation and the school's Child Safety and Wellbeing Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and/or any other relevant bodies will be informed of any unlawful breaches of this code.

Acceptance of this Code of Conduct

Parent / guardian / carer code of conduct Acceptance of this code of Conduct		
Parent 1/Guardian 1/ Carer 1 Name	**Parent 1/Guardian 1/ Carer 1 Signature**	**Date**
Parent 2/Guardian 2/ Carer 2 Name	**Parent 2/Guardian 2/ Carer 2 Signature**	**Date**

**Note: The term parent refers to parents, guardians, carers and people who exercise parental responsibility for a child.*