



# ASSUMPTION COLLEGE

## PARENT CODE OF CONDUCT POLICY

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### 1. INTRODUCTION

Assumption College Kilmore (**the College**) is committed to ensuring a safe and harmonious environment of learning and community.

### 2. PURPOSE

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 College Community. The Code is written in line with the College's values and strategic directions.

### 3. SCOPE

This Policy applies to all members of the College Community: parents and family members of students and also to past staff and family and friends of past students.

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

### 4. VISION

The people of Assumption College have long aspired to 'seek the things that are above' by making visible the Marian face of the Church. The College strives to cultivate young women and men who can confidently live as 'good Christians and good citizens'. The College's Marist inheritance is a gift that guides the daily culture of the school in life-giving and challenging ways.

The College Community is committed to ongoing improvement and views life-long learning as the cornerstone of our development. The College is committed to nurturing respectful relationships and active ongoing partnerships with parents and guardians. The College knows that students' learning journeys are enriched through positive and reciprocal home and school relationships. As the first educators, parents are one of the most influential models in a child's life. The College therefore seeks the support of all Assumption parents in promoting and upholding the core values of the school community and its culture of respectful relationships.

### 5. GUIDING PRINCIPLES

This Policy is based on the following principles that as a College community we strive to develop the following:

- a. respect for the innate dignity and worth of every person;
- b. respect and acceptance of others differences and an understanding of different viewpoints and opinions;
- c. an ability to understand the situation of others;
- d. a co-operative attitude in working with others;
- e. open, positive and honest communication;
- f. the ability to work respectfully with other people and treat people fairly;
- g. positive, trusting and caring relationships; and
- h. undertaking responsible actions and accepting the consequences of our own actions.



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## 6. BREACHES OF THIS CODE

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

## 7. 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.



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### 1. WHEN VISITING THE COLLEGE

- 1.1 Parents and College Community members must:
  - a. comply with all safety policies and procedures in place at the College;
  - 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 College assembly, presentation, class event, or public meeting;
  - e. treat all parents, staff, contractors, volunteers, students, and visitors to the College 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 College 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 College;
  - 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 College whilst intoxicated on 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 College Community members wishing to speak to staff member, contractor, or volunteer (either in person or over the phone) must make an appointment in advance.
- 2.4 The College's priority is the wellbeing of the students. Parents who have separated should have no expectation that the College will cooperate in relation to any family law dispute.
- 2.5 Parents and College 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; and
  - c. respect the privacy of staff, contractors, and volunteers.
- 2.6 Parents and College Community members must not:
  - a. raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak;
  - b. speak to staff, contractors, or volunteers in a derogatory or offensive manner;
  - c. take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;



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- d. post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;
- e. assault (sexually or physically) a staff member, contractor or volunteer; or
- f. intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

## 3. WHEN COMMUNICATING WITH OTHER MEMBERS OF THE COLLEGE COMMUNITY

- 3.1 Parents and College Community members must:
  - a. speak to others with courtesy and respect;
  - b. contribute to a positive and friendly culture within the College community;
  - c. support and encourage the values, activities and ethos of the College; and
  - d. respect the privacy of others.
- 3.2 Parents and College Community members must not:
  - a. raise their voice when speaking to others;
  - b. deliberately exclude others or purposely treat some members of the College Community differently from others;
  - c. speak to others in a derogatory or offensive manner;
  - d. take a photo or video recording of another person without their consent;
  - e. post a photo or video recording of another person on social media without consent;
  - f. 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;
  - g. intimidate, undermine, threaten, bully or harass others; or
  - h. disclose the personal details of others to another person without consent.

## 4. WHEN USING SOCIAL MEDIA

- 4.1 Parents and College Community members recognise the potential for damage to be caused, directly or indirectly, to the College 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 College.
- 4.2 When using social media, parents and College 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 their children comply with the College'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 College, staff members, contractors, volunteers, other parents, and/or students at the College.
  - f. Parents and College Community members must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College.

## 5. WHEN MAKING A COMPLAINT

- 5.1 Parents and College Community members have the right to raise issues and concerns related to the education of their child or other matters relating to the College.



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- 5.2 Parents and College 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 College's Issue Resolution procedure.
- 5.3 When making a complaint to the College, parents and College 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, direction to provide an apology, direction not to enter College grounds for a period of time, or termination of enrolment (or employment, where the person breaching this Policy is a staff member).