

## Parent/Guardian Code of Conduct

### 1. Ethical Statement

Mandurah Baptist College promotes values that are in keeping with the Christian ethos.

All students, parents, teachers, support staff and volunteers have the right to be safe and feel safe in our College community. With this right comes the responsibility to comply with College policies and procedures and to be accountable for actions that put at risk the safety or wellbeing of others.

This Code provides parents and guardians with guidelines for developing positive relationships within the College community and assists in promoting our core values, underpinning our mission, vision and ethos.

### 2. Purpose

The College aims to provide an open, welcoming and safe environment for all. We believe that all community members play a valuable role in the life of the College. This Code provides guidelines (Appendix 1) to promote desirable and appropriate behaviour to ensure that all interaction with students, staff, parents and guardians is respectful, honest, courteous, sensitive, tactful and considerate. This Code outlines the consequences for any member of the School Community who does not comply with these standards of behaviour.

### 3. Application

For the purpose of this Code 'School Community' comprises parents, guardians, step-parents, relatives, extended family, friends, supporters and carers, when in the College environment or when attending any College related function or activity at any other location. Parents and guardians agree to the Code of Conduct when parents/guardians sign the Enrolment Contract with the College. Although step-parents, relatives, extended family, friends, supporters and carers are not a party to that Enrolment Contract, this Code of Conduct is a guide for them about expected standards of behaviour.

### 4. General Conduct

Parents and Guardians agree to:

- Show an active but non-invasive interest in their child's school work and progress;
- Work with the teaching staff to deal promptly with areas of concern;
- Treat all members of the College community with respect and courtesy;
- Ensure that their child is appropriately dressed and prepared for school on a daily basis;

- Promptly report to the College their child's absence or late arrival;
- Work with the College in dealing with disciplinary issues involving their child;
- Observe confidentiality in respect of all information gained through participation in College activities - all information held by schools should be handled with care and individuals should not discuss nor disclose personal information about other students, staff or students' parents/guardians; and
- Not behave in ways that a reasonable person would consider to be offensive, intimidating, humiliating, aggressive, threatening or abusive.

Any parent or guardian who invites a relative, friend, supporter, carer or other person (adult or child) to be present at any College related function or activity at any location must be responsible for that person and must ensure that they act at all times in a manner consistent with this Code.

## **5. Complaints and Feedback**

Mandurah Baptist College has developed a complaints policy to ensure that all concerns are dealt with by the College in the appropriate manner. Should a parent or guardian be unable to resolve an issue informally, they may lodge a complaint with the College. We commit to dealing with this complaint according to our Complaints Handling Policy.

## **6. Child Protection Concerns**

Parents and guardians are encouraged to discuss any concerns about the health, safety and wellbeing of our students with the Principal.

## **7. Breach of Code of Conduct**

The consequences for breaching this Code of Conduct will be determined by the Principal in consultation with the Board Chair, which may include:

- A first and final warning meeting and subsequent letter being issued to inform the relevant person/s of the outcome and that another breach of the Code of Conduct will not be tolerated.
- A banning from being on College grounds or attending any College related activity.
- A direction, in the case of a parent/guardian, that he/she may only communicate with members of staff through a specified College representative.
- A restraining order being sought against the relevant person through the legal system.
- The College may take such other steps as it may in its reasonable discretion, determined appropriate, according to the nature of the breach.

## **Appendix 1 - Guidelines**

### **Standards of Behaviour**

The following guidelines provide examples of general expectations, so the list is not exhaustive.

#### ***Communication***

- Parents and guardians are expected to deal with our teaching and non-teaching staff in a way that is courteous and respectful at all times.
- Use courteous and acceptable language in written and verbal communication.
- Give encouraging and constructive feedback rather than negative criticism.
- Responses to emails and telephone calls are not expected to be instantaneous or out of normal working hours, unless of an urgent nature. The College endeavours to respond within 24 hours.
- Parents and guardians, and other persons attending with children not enrolled in the College are responsible for supervising the behaviour of those children.
- Parents and guardians are not to create social media pages that can be associated with the College in any way, without the express permission of the Principal. Your actions should not bring the College's name, image and/or reputation into disrepute.

#### ***Relationships***

- 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.
- Parents and guardians should not approach or interact with the children of other parents without their permission.
- Ensure that physical contact with students is appropriate given the age of, and relationship with, the student such that questions of impropriety do not arise.
- Acknowledge and affirm success in individual and College achievement.
- Do not discuss any grievances in front of your children regarding the College.
- Demonstrate that both parents and teachers work together for the benefit of the child.
- Listen to your child, but remember that a different 'reality' may possibly exist elsewhere.
- Refrain from public criticism of College activities and events and students and staff at the College.
- Refrain from actions and behaviour that constitutes harassment or discrimination, including inappropriate use of social media such as emails and Facebook within the College Community.

#### ***College Policies***

- Support the College's Policies and acknowledge that the Principal is responsible for implementing the College Policies.
- Comply with all relevant policies and procedures of the College. These are published on the College website as well as available upon request.

#### ***Conflict Management***

- Seek staff assistance, if necessary, to resolve conflict peacefully.
- Work with the College to deal promptly with areas of concern.
- Accept staff decisions and follow their directions. Speak with the staff member if there is a problem complying with any directions.