

Parent Code of Conduct



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Introduction

At Good Shepherd Lutheran Primary School (the School) we aim to provide an open, welcoming, inclusive and safe environment for all.

All parents, guardians, step-parents and family members of students enrolled at the School must support and encourage the values, activities and ethos of the School, and are encouraged to read and understand the policies of the School (including this Parent Code of Conduct).

This Parent Code of Conduct applies to all Parents and/or Guardian/s listed in an Enrolment Contract in connection to a student enrolled at the School, herein after referred to as "Parents".

We believe that Parents are valuable contributors in our community and we aim to work in partnership with Parents in the care and growth of each student. The School bases its relationship with Parents on respect for each other. It is important for our community to recognise and appreciate diversity, to value the contributions of others and to cooperate with and care for others.

The School strives to develop a sense of community. We aim to promote partnerships between all members of our community and to encourage positive interaction, respecting the rights and responsibilities of all. We have a zero-tolerance policy regarding violence of any kind.

This Parent Code of Conduct outlines the way in which the School requires Parents to conduct themselves when visiting the School campus', participating in School activities and communicating with members of our community (including students, staff and other parents).

Scope

This Code applies to all adults including parents, guardians, care-givers, step-parents, grandparents, extended family, babysitters and any other adults involved in activities or communication related to Good Shepherd Lutheran Primary School. For convenience, the term "Parents" is used throughout the document.

When Visiting the School

Parents are required to:

- Sign the Visitors Register located in the Administration Centre (not required when dropping your child off to School, collecting your child from School, attending Chapel or attending Assembly);
- comply with all safety policies and procedures in place at the School;
- comply with relevant legal obligations under the legislation and any court order;
- only enter a classroom or attend a school related activity with permission from a staff member;
- listen respectfully, in the same manner required by students and staff, when attending any kind of School assembly, activity, presentation, class event, or public meeting;
- treat all parents, staff, contractors, volunteers, students (including their own), and visitors to the School with courtesy and respect;
- when attending a school event in a voluntary capacity, accept the authority of the teacher (or

teachers) and comply with any reasonable direction; and

- comply with any reasonable direction given by a staff member of the School.

Parents must not:

- Use violence of any kind at any time;
- disparage the School's Christian teaching or act otherwise in a manner which is disrespectful or contradictory to the School's Christian ethos;
- interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- discipline or reprimand a child who is not their own. Parents are to raise any behavioural, relational or social issues with a member of the teaching staff. It is the School's responsibility to deal with these issues.
- bully or harass parents, staff, contractors, volunteers, students, and visitors to the School;
- 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; or
- attend the School whilst under the influence of drugs or alcohol.

When Communicating with Staff, Contractors and Volunteers

All staff, contractors and volunteers are entitled to a safe and enjoyable work environment.

If a Parent contacts a staff member, contractor, or volunteer in relation to a query or concern, the recipient will respond within a reasonable period of time.

In order to most effectively discuss a particular query or concern, Parents wishing to speak to a staff member, contractor, or volunteer (either in person or over the phone) must make an appointment in advance.

Whilst the School will make reasonable attempts to comply with a court order, the School's priority is the wellbeing of the students and will only comply with court orders to the extent necessary. The School prefers not to become involved in family law proceedings.

Parents are required to:

- speak to staff, contractors, and volunteers with courtesy and respect;
- communicate with staff, contractors, and volunteers in a clear, friendly and open manner;
- respect staff decisions and follow their directions; and
- respect the privacy of staff, contractors, and volunteers.

Parents must not:

- Use violence of any kind at any time;
- raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak;
- speak to staff, contractors, or volunteers in a derogatory or offensive manner;
- use profane, insulting, harassing, aggressive or otherwise offensive language;
- take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;
- post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;
- attempt to contact staff members at their home or through use of their personal phone number,

unless the staff member has permitted such contact;

- assault (sexually or physically) a staff member, contractor or volunteer; or
- intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

When Communicating with Other Students (not their own) and Parents

Parents are required to:

- speak to other students and parents with courtesy and respect;
- contribute to a positive and friendly culture within the School community;
- support and encourage the values, activities and ethos of the School; and
- respect the privacy of other students and parents.

Parents must not:

- use violence of any kind at any time;
- raise their voice when speaking to other students and parents;
- use profane, insulting, harassing, aggressive or otherwise offensive language;
- deliberately exclude a student or parent or treat a student or parent differently to other students or parents;
- speak to other students or parents in a derogatory or offensive manner;
- take a photo or video recording of another student or parent without their consent;
- post a photo or video recording of another student or parent on social media without consent;
- 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 beforehand;
- intimidate, undermine, threaten, bully or harass other students or parents; or
- disclose the personal details of a student or parent to another person without consent.

When Using Social Media

Parents 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 of the School.

When using social media, Parents must:

- respect a person's professional and personal environment and must not harass other people online;
- act with integrity;
- not use social media to voice grievances about the School;
- make reasonable efforts to ensure that their children comply with the School's Social Media Policy;
- be respectful to staff, contractors, volunteers, other parents, and/or students; and
- never reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and/or students at the School.

Parents must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the School. This includes not disparaging the School's Christian teaching or acting otherwise in a manner which is disrespectful or contradictory to the School's Christian ethos. Parents understand that the School may remove posts from its social media pages that breach this requirement (or request that a parent remove a post from their social media pages).

When Making a Complaint

Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the School.

Parents 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 and Grievances Procedure.

When making a complaint to the School, Parents are required to act in a manner consistent to the Parent Code of Conduct.

Consequences of a Breach

Any person may notify the Principal of a possible breach of the Parent Code of Conduct.

The Principal or their representative will investigate the complaint to determine whether there has been a breach of the Parent Code of Conduct or other policy.

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 School grounds for a period of time, an Immediate or Ongoing Order in accordance with the School Community Safety Orders Policy and Procedure, or termination of enrolment.

If a parent is unhappy in the application of this Code, they must raise the issue in accordance with the procedure set out in the School's Complaints and Grievances Procedure.

Child Safe Statement

Good Shepherd Lutheran Primary School is a child safe organisation which welcomes all children and their families. We are committed to providing a child friendly environment where our students are safe and feel safe. We are committed to creating a safe place for students where their participation is valued, their views respected and their voices are heard.

The School has no tolerance for child abuse and proactively takes steps to identify and manage any risks of harm to students in our school environment.

The School promotes positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

The School regards its child safety responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child safety and wellbeing laws and regulations and maintaining a child safe culture. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

The School's child safe policies, strategies and practices are inclusive of the needs of all children, regardless of background, culture, identity, disability or other characteristics that may make a child vulnerable. Inappropriate or harmful behaviour targeting students based on these or other characteristics is not tolerated at our School, and any instances identified will be addressed with appropriate action taken.

Each member of the School community has a responsibility to understand the important role they play individually and collectively, to ensure the wellbeing and safety of all students.

Good Shepherd is committed to regularly reviewing its child safe practices, and seeking input from students, families, staff, and volunteers to inform our ongoing strategies.

Related policies and procedures

- Enrolment Contract (including the Enrolment Terms and Conditions)
- Enrolment Policy
- Managing Complaints and Grievances Policy and Procedure
- Privacy Policy
- Child Safe Policy
- Child Safe Code of Conduct
- Social Media Policy

Review

This policy will be reviewed every two years, or as required by legislation.

Date of Endorsement: April 2023

Document to be Reviewed: April 2025