

Parent Code of Conduct

Preamble

At Killester College we aim to provide an open, welcoming, inclusive and safe environment for all community members and visitors. We believe that parents are valuable contributors and participants in the life of our College.

Our vision is to create a learning community where everyone is welcomed, valued and can experience success. In order to achieve this, Killester College strongly believes in developing partnerships with our parents. These partnerships are based on the values of respect and community.

Respect We want our community to recognise and appreciate diversity, to value the contributions of others and to cooperate with and care for others.

Community We want our community to promote partnerships between all the members of our College community, to interact positively and recognise the role each adult has in the development of our students.

Purpose

This Parent Code of Conduct outlines the way in which our community requires all parents, guardians and family members to conduct themselves when visiting our College, participating in College activities and communicating with members of our College community (including students, College staff, other parents and visitors to our College).

Staff conduct: Conduct of teaching staff is regulated by the Victorian Institute of Teaching's (VIT) [The Victorian Teaching Profession Code of Conduct for Teachers](#), the [Child Safe Standards \(Vic\)](#), and the Kildare Education Ministries [Policy on Ethical Standards for Staff and Associates](#) and other [Killester College](#) policies.

Student conduct: At Killester, this is expressed in our Wellbeing and Behaviour policies. It is supported by the teachers and other College members, the pedagogy and the physical environment and is based on deep respect for self, others and property.

Scope

This Code of Conduct applies to all adults including parents, guardians, step-parents, grandparents, extended family, carers and any others, while involved in activities or communications related to Killester College. For convenience, the term 'parents' will be used throughout the document.

Other Relevant Policies

- [Child Safety Policy](#)
- [Child Safety Code of Conduct](#)
- [Issue Resolution Procedure](#)

Other Relevant Legislation

- [Working with Children Act](#) 2005 (Vic.)
- [Privacy Act](#) 1988 (Cth)
- [Racial and Religious Tolerance Act](#) 2001 (Vic.)
- [Racial Discrimination Act](#) 1975 (Cth)
- Family Court orders

General principles

(a) Communication

Parents will use courteous and acceptable written and spoken language in all communications with students, staff, other parents and members of the College community. No threats against persons or property will be tolerated. Also, no profane, insulting, harassing, aggressive or otherwise offensive language, gestures or signs may be used.

(b) Ethical Conduct

Parents will act in the best interests of all students, their families and staff members. They will not engage in malicious or judgmental gossip, including posting comments on social media platforms that potentially defame the College and its community members. Parents should always ensure that anything they say about others is fair and truthful.

(c) Respect

We value our diverse community and respect the rights, religious beliefs and practices of individuals and their families. We respect points of view that are different from our own and all members of our community must refrain from actions and behaviours that constitute harassment, discrimination or vilification.

Visiting Killester College

- (a) The [Victorian Schools Reference Guide](#) item 4.16.2 requires visitors to the College during school hours to sign a Visitors' Register, so that their presence in the College is recorded. This Register is located in the College office. This precaution is in the event of an emergency.

- (b) Parents will comply with all safety and emergency procedures in place at the College and, in the event of an emergency while they are on College grounds they will follow the instructions given by any member of the College staff.
- (c) When attending any College assembly, event or public meeting, parents will listen respectfully, in the same manner required of students and staff, and will refrain from creating any inappropriate noise or disturbance during performances or speeches by students, staff or visitors.
- (d) Parents will treat all other visitors to the College with courtesy and respect.
- (e) A parent may not interrupt or distract a teacher while instruction or learning activities are underway.
- (f) A parent may not discipline a child who is not their child, or speak to a child who is not theirs, about their behaviour. This is the role of teaching staff. Being approached by an adult they do not know, can be distressing for children. Parents should therefore raise any behavioural, bullying or peer group issues with a member of the teaching staff.
 - (i) In an emergency where a child is at risk of harm and there is no other authorised and responsible adult present who could take action, common sense would apply and the parent may take steps to ensure the child is safe in an emergency.

Communicating with College staff

- (a) All College staff are entitled to a safe and happy work environment. This is in the best interests of our students as well as staff themselves. Parents should therefore ensure that their interactions with staff do not create unnecessary stress and anxiety.
- (b) The priority for College staff is the welfare and education of all students in the College. Therefore, College staff are not required to respond to emails and telephone calls instantaneously. At Killester, our preference for communication is via face-to-face contact or a phone call.

If you do need to email, please be aware that a response time for emails may be up to three working days. College staff are not expected to provide responses outside normal working hours or during school holidays unless it is an emergency.
- (c) The time available for parents to meet with staff is limited and must be scheduled at a time that does not disrupt classes. Parents should be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare unless there is a genuine emergency that needs to be discussed.

Communicating with other parents

- (a) Parents will respect the privacy of other parents' email addresses and will not send unsolicited emails or 'spam' to College parents or forward unsolicited emails or spam that they receive to other parents.

- (b) Parents will not forward other parents' email addresses without their permission. Parents provide their email address to the College in order to receive communications from the College about school-related matters and their child. The College will not give out the email address of parents to other parents without permission.
- (c) Parents will not provide information about another parent or family on social media sites, including the publication of photos, without permission.

Using social media

Parents are not permitted to create a website, blog, podcast, Facebook page, Instagram or Twitter account, or any other social media platform, in the name of the College without the written permission of the Principal.

Parents will observe the principles outlined above when using social media in relation to all matters to do with the College community.

Making a complaint

- (a) Parents have the right to raise issues and concerns related to the education of their child or school matters. The College wishes to work with parents to resolve these concerns.
- (b) Parents should ensure that they raise their issues and concerns with the appropriate person and follow the correct communication channels.
- (c) When making a complaint, parents should refer to the [*Issue Resolution Procedure*](#), which is available on the school website; and parents must follow the procedures outlined in this Policy.
- (d) It is a breach of this Parent Code of Conduct to make a complaint in a way that is not consistent with the [*Issue Resolution Procedure*](#), especially when the complaint is about a teacher or member of the College staff.

Breaches of the Parent Code of Conduct

Any parent, member of College staff or student may notify the Principal or a Leadership Team member of a possible breach of the Parent Code of Conduct. The Principal or Leadership Team member will investigate the complaint, and, if satisfied that a breach has occurred will:

- (a) Provide a first and final warning that a breach of the Code of Conduct has occurred and that a further breach will not be tolerated.
- (b) Determine whether a breach may be rectified by the parent making a private or public apology, depending on the circumstances, to an individual or group of individuals.
- (c) Where the breach involved unacceptable behaviour on a visit to the College, issue a trespass warning to the parent, which, if the behaviour continues, may accelerate to a trespass notice requiring the parent to stay away from the College unless on the

College grounds with the express permission of the Principal or a member of the Leadership Team.

- (d) Where correspondence or communication that is in breach of this Code of Conduct because of the language and expression used or the manner in which it is sent or delivered, and will not be responded to.
- (e) An immediate response when the behaviour occurs may be to direct the person to leave the College premises.

Nothing in this Policy precludes any person from exercising their individual legal rights in respect of obtaining restraining and intervention orders, reporting assault, bringing action for defamation, exercising rights under vilification or discrimination laws or in any other way.

Review

This Policy will be revisited bi-annually and reviewed as part of the College improvement process or more often, if necessary, due to changes in I or circumstances.

Review: 2022

Last Update: February 2020