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## Parent Code of Conduct Policy

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### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Saltwater P-9 College on 03 8366 7700 or [saltwater.p9.co@education.vic.gov.au](mailto:saltwater.p9.co@education.vic.gov.au).

### PURPOSE

Saltwater P-9 College acknowledges that parents play a pivotal role in the academic, social, emotional and physical development of their children. As members of the school community, parents are expected to conduct themselves in a respectful, lawful, ethical and responsible manner that fosters a positive learning environment and recognises and respects the rights of others as well as the expertise, experience and qualifications of our staff.

Saltwater P-9 College is committed to ensuring a respectful school environment that is safe, positive and supportive for all students, staff and visitors to the school. It is the intention of Saltwater P-9 College to provide clear guidelines to all parents regarding the conduct expected of them when on the school premises, engaging in school-related activities or when representing the school.

Parents are expected to uphold the school's core values of being principled, caring and risk-takers at all times. Parents play a formative role in the development of a child's sense of justice, equity, and the dignity and worth of all members of our school community. They act as key models within a child's life. The responsibility for upholding the values of the school in this matter must fall on those with the greatest capacity to reason and control their actions. As such the adult community of our school is expected to model courteous behaviour and treat all members of the school community with respect and consideration.

### SCOPE

This code applies to all adults including parents, guardians, step-parents, grandparents, siblings, extended family, advocates, caregivers and any others involved in activities and/or communication related to Saltwater P-9 College. The application of this code is not limited to the school site and school hours. It extends to all activities and events that are school-related, including online interactions and when representing or engaging with the school community in any capacity. The code also requires that parent's actions uphold the reputation of the school at all times, regardless of whether the action occurs within or outside of school-related activities.

### POLICY

It is expected that every parent 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 set by the school and other locations at which they may visit whilst representing the school;
- Ensure that their actions do not bring the school into disrepute;

- Respect the authority of members of staff and observe school rules as required;
- Strictly adhere to the school's policies and procedures as required;
  
- Communicate respectfully with staff, students, and other parents, including in online forums, emails, and social media interactions;
- Behave with courtesy and consideration for others, regardless of race, religion, gender, sexual orientation, age or disability;
- Refrain from all forms of bullying and harassment, both in person and online;
- 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 but not limited to activities on social media);
- Respect school property and the property of staff, contractors, volunteers and other students;
- Raise concerns through appropriate school channels rather than engaging in gossip, misinformation or direct confrontation;
- Not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health whilst visiting the school site, attending school functions or engaging in school-based activities.

## **UNACCEPTABLE CONDUCT**

Unacceptable conduct includes, but is not limited to:

- Engaging in behaviour that causes distress or disruption to school operations;
- Touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is inappropriate, aggressive or may endanger the health, safety and wellbeing of that person;
- Any form of physical or verbal violence including fighting, assault or threats of violence;
- Any form of cyber bullying or cyber abuse;
- Any form of threatening, harassing or aggressive language, gestures or conduct;
- Inappropriate use of social media to defame, harass, or spread misinformation about students, staff, or the school community;
- Language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or the school, including online posts and comments;
- Theft, fraud or misuse of school resources;
- The use of inappropriate or profane words or gestures or images;
- Visiting school, attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health;
- Deliberate non-compliance with school policies and procedures;
- smoking or vaping on the School premises or within the immediate vicinity of the School;

## **CONFLICT RESOLUTION**

As a minimum, all members of the school community are expected to behave with respect and consideration of others in line with the school's values and the school's goal of fostering global citizens.

There may be times when it is felt the actions of a member of the school community have infringed the rights of a child. Under no circumstances should a parent or guardian approach another child directly to discuss or reprimand them. Such an approach may be perceived as intimidation or harassment and could have legal consequences. Additionally, direct conflict between parents should be handled through school-facilitated communication rather than personal confrontations.

Instead, parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels. This may include:

1. Approaching the child's teacher in the first instance to seek their intervention in bringing about an equitable and peaceful resolution.
2. If the situation remains unresolved, contacting the relevant Year Level Assistant Principal.
3. If further escalation is required, the matter may be referred to the school Principal.

Any conflict on school grounds will be dealt with appropriately by the school leadership team in accordance with existing school and Department of Education (DET) procedures.

## **BREACH OF CODE**

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

- a) Provide a verbal or written warning that a breach of the code 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, through a restorative meeting;
- c) Restrict a parent's access to school grounds or events if their behaviour poses a risk to staff or students;
- d) Refer parents who continually breach the code to the Principal, which may result in legal intervention (e.g. intervention orders or restraining orders)
- e) In accordance with applicable legislation and the school's Child Protection Policy, inform the police or Department of Families, Fairness and Housing (DFFH) of any unlawful breaches.

## **RELATED POLICIES AND RESOURCES**

- Child Protection Policy

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	30.05.2025
Approved by	Principal
Next scheduled review date	Before March 2027