



Parent and Community Code of Conduct

Preamble

This Parents/Guardians Concerns Resolution Policy has been developed in the light of the Mission and Values Statement of Whitefriars College, in which we seek to live by and teach those values which the Catholic Church upholds and to celebrate our Catholic identity in the Carmelite Tradition. The College seeks staff who will be supportive of our faith community and be involved in the celebration of that community. It promotes a spirit of mutual trust and respects the gifts of others. It honours the contributions which each individual makes to the enrichment of the community. The College also values a diverse community in which the contribution of each individual is encouraged, valued and respected. Whitefriars aims to develop and maintain a staff that is committed to the ethos of the College, professional in its approach to learning and teaching and diverse in the range and scope of the skills and experiences it provides.

Purpose

This Code of Conduct has at its heart the teachings of our shared Christian faith animated by the philosophy of the Carmelites. It is our hope that all who enter our College or engage with our staff, our boys, our volunteers and each other will honour the philosophy and intent of our Founder with regards to their interactions with all members of the Whitefriars family.

The College aims to provide an open, welcoming, inclusive and safe environment for all members of the Whitefriars family. All members of our College community always have a right to feel safe and respected.

This Parent and Guardian Code of Conduct outlines the way in which the College requires parents and guardians to conduct themselves when visiting the College campus, participating in College activities and communicating with members of the school community, including students, staff, contractors, volunteers, visitors and other parents. It has been developed for parents and guardians to meet the College's expectations with regard to their interaction with other members of the school community. It also specifies the College position with regard to unacceptable behaviours that breach the College culture of respect.

This Code of Conduct also provide for the Principal to make orders to protect members of the school community from harmful, threatening or abusive behaviour on school grounds or other places where school activities occur.

Scope

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

This Code of Conduct applies to all parents, family members and/or guardians of a student enrolled at the College (referred to as "Parents").

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

The application of this Code is not limited to the College site and school hours; it extends to all activities and events that are school-related and when visiting or representing the College, within and outside official hours. The Code also requires that parents and guardians actions do not bring the College into disrepute at any time regardless of whether the action occurs within or outside of school activities.

This Code is designed to guide parents and guardians in their dealings with students, staff, contractors, volunteers, visitors and other parents. Parents concerns are regulated by the "Parents Concerns Resolution Policy".

This Code does not exclude or replace the rights and obligations of individuals under common law.

Parents and Guardians Rights

We believe that Parents and Guardians are significant contributors in our community and we aim to work in partnership with Parents in the care and growth of each student.

The following parents and guardians' rights are important elements to maintaining a positive relationship with the College:

- To be treated with respect and courtesy by staff, students and other parents;
- To be listened to, and clearly communicated with by the school, in regard to their son's education and development;
- To have confidentiality over sensitive issues respected by staff, students and other parents;
- To be treated in a caring and polite manner;
- To be treated with professionalism by all staff members;
- To be treated as a partner in their son's education.

Expected Behaviour

Parents and guardians are required to:

- Support and encourage the values, activities, traditions and ethos of the College;
- Comply with all safety policies and procedures in place at the College, namely Child Safety & Protection;
- Comply with relevant legal obligations under applicable legislation and any court order;
- Comply with relevant legal obligations under application legislation and court order;
- Treat all other members of the Whitefriars family with courtesy and respect, including parents, staff, contractors, volunteers, students (including their own) and visitors to the College;
- Act with integrity;
- Sign-in at Main Reception on entry to the Campus and only enter a classroom or attend a College related activity with permission from a staff member;

- When attending a College event in a voluntary capacity, accept the authority of the teacher (or teachers) and comply with any reasonable direction;
- Respect the privacy of staff, contractors, volunteers, students and other parents;
- Never reveal confidential information relating to the College, staff members, contractors, volunteers, other Parents, and/or students at the College;
- Contribute to a positive and friendly culture within the College community;
- Respect a person's professional and personal environment and not harass other people online;
- Not use social media to voice grievances about the College;
- Make reasonable efforts to ensure that their children comply with the College's Social Media Policy;
- Respect and protect College property and the property of staff, contractors, volunteers and students.

Unacceptable Conduct

A school is a place of work and as such, workers/staff should be treated with respect at all times. Whitefriars College has a zero tolerance for violence, aggressive and disrespectful behaviour of any kind.

Parents must not:

- Engage in violent behaviour at any time;
- Communicate in any way with a staff member, contractors or volunteers of the College in a way which may be deemed/interpreted as aggressive, demeaning or derogatory;
- Interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- Speak to staff, contractors or volunteers in a derogatory or offensive manner, inclusive of aggressive hand gestures;
- Raise their voice or interrupt a staff member, contractor or volunteer that is speaking or trying to speak;
- Assault, bully, harass, intimidate, undermine or threaten other parents, staff, contractors, volunteers, students and visitors to the College;
- Disparage the College's Catholic teaching or act otherwise in a manner which is disrespectful or contradictory to the College's ethos;
- Abuse, threaten or intimidate umpires, referees, coaches, players or school representatives during sporting events;
- Discipline or reprimand a child;
- 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;
- Take a photo, video recording or audio recording of a staff member, contractor or volunteers without prior consent;
- Post a comment, photo, video recording or audio recording of a staff member, child, contractor, volunteer or other parent on social media without prior consent;
- Post on social media rude, defamatory, offensive, racist, sexually inappropriate, or other material that may damage the reputation of the College;

- Disclose the personal details of a student or parent or another person without consent;
- Attend the College whilst intoxicated on drugs or alcohol;
- Smoke on the College grounds or where school activities are taking place;
- Deliberately exclude a student or parent or treat a student or parent differently to other students or parents.

Court Orders

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

When making a complaint

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

Parents and guardians 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 Communication Protocols and the Parents/Guardians Concerns Resolution Policy.

When making a complaint to the College, parents and guardians are required to act in a manner consistent with this Parent and Community Code of Conduct.

Consequences of Policy Breach

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

The Principal or their representative will investigate the situation to determine whether there has been a breach of the Parent and Community Code of Conduct or another College policy. If satisfied that a breach has occurred, the Principal or their nominee may implement disciplinary action, such as:

- Warning;
- Direction to provide an apology;
- Limit access to teacher/s;
- Temporary or permanent ban of the parent/guardian from entering the College premises and/or from attending school events (refer to next section: College Community Safety Orders);
- Termination of enrolment;
- Contact police.

In accordance with applicable legislation and the College [Child Safety Policies](#), the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.

College Community Safety Orders

The Principal is able to direct a person, except staff, to leave and remain off school grounds, or other places related to the College, if the person poses an unacceptable and imminent risk of harm to a member of the school community.

An **immediate school community safety order** is able to be made against a person in circumstances that necessitate swift action if the Principal reasonable believes that the order is necessary because the person poses an unacceptable and imminent risk of:

- harm to another person at a school-related place;
- causing significant disruption to the school or activities carried on by the school; or
- interfering with the wellbeing, safety or educational opportunities of students enrolled at the school.

The Principal would consider any known vulnerability of the person and whether the order is the least restrictive means available to address the concerns.

The order is intended to operate for the minimum time necessary until the earlier of 14 days, it is revoked, or an **ongoing school community safety order** is made.

An ongoing school community safety order can be made against a person if the Principal reasonably believes that the person:

- poses an unacceptable risk of harm to anybody at any school-related place;
- poses an unacceptable risk of causing significant disruption to the school or activities carried by the school;
- poses an unacceptable risk of interfering with the wellbeing, safety or educational opportunities of students enrolled a the school;
- has behaved and is likely to behave in a disorderly, offensive, intimidating or threatening manner to a member of the school community at any school-related place; or
- has engaged and is likely to engage in vexatious communications with, or regarding, a staff member at the school.

A 'vexatious communication' regarding a staff member is a communication that a reasonable person would consider unreasonable, having regard to the circumstances, in the form of approaching, telephoning, sending messages or contacting the staff member, publishing material about the staff member or causing someone else to engage in the behaviour on the person's behalf.

An ongoing school community safety order can prohibit a person from all or any of the following:

- entering or remaining on any relevant school-related place specified in the order;
- approaching any staff member/s specified in the order to a distance of less than 25 metres whether or not within a relevant school-related area specified in the order;
- telephoning, sending a message to or otherwise contacting any staff member/s specified in the order;
- causing a third person to engage in the behaviour on the person's behalf; and
- using or communicating on a communication platform or channel specified in the order that is owned or controlled by the College.

Procedural fairness must be afforded to the person to whom the order is to apply. This includes giving notice of the proposal to make the order and giving them at least seven days to make submissions about the proposed order.

The maximum period of an ongoing school community safety order is 12 months. If the order is made against a parent at the school, the Principal will make arrangements to ensure that communication and access with the school for that parent, with the intention that parents remain involved in their son's education and attendance at school is, to the extent possible, not prevented or limited because of the order.

The legislation enable enforcement proceedings to be brought in the Magistrates' Court against a person who contravenes a school community safety order. The Court can order the payment of a civil penalty and compliance with the order.

Related Policies and Procedures

- [Child Safety Policies](#);
- [Child Safety and Wellbeing Policy](#);
- [Privacy Policy](#);
- [Student Enrolment Policy](#);
- [Terms and Conditions of Enrolment](#).

ACKNOWLEDGEMENT

By enrolling my son in the College, I confirm I have read, understood and agree to uphold the above Parent and Guardian Code of Conduct.

Approved by: College Leadership Team

Date: 11 August 2020

Last update: 15 June 2022

Next review date: 11 August 2023