



Parent/Carer Code of Conduct

Rationale

As a Catholic, Dominican educational community, Santa Sabina College (the College) values the dignity and worth of individuals, and promotes respectful relationships. We aim to create an environment where staff, students and parents/carers feel safe and secure by acknowledging the rights and responsibilities of each member of the community. This Code of Conduct for Parents/Carers works in conjunction with the Staff Code of Conduct, Student Wellbeing and Academic Care Guidelines, and the Student Enrolment Contract. These documents provide the principles, guidance and processes to ensure that all rights and responsibilities are recognised and protected.

The College promotes a collaborative partnership between parents/carers, staff and students. We do this by demonstrating:

- clear expectations of conduct for all members of the College community
- recognition of the role of parents/carers as primary caregivers
- recognition that the needs and interests of students are at the centre of all communication
- listening to, and discussing parent/carer concerns
- maintaining appropriate confidentiality in all relevant settings
- resolution of issues in a timely manner.

Principles

This Code of Conduct is based on Gospel values of justice, love, integrity and forgiveness. The pursuit of Veritas (truth) entails consistency between words and actions, between values and practice, and leads to commitment and service.

Parents/Carers are expected to:

- treat all persons in the College community with respect and courtesy
- support your children in all endeavours through appropriate levels of interest and encouragement
- actively participate in and contribute to the College to achieve common goals
- work with the College in dealing with disciplinary issues concerning your child
- support the College in its efforts to maintain a positive teaching and learning environment by encouraging your children to achieve their personal best
- address conflict and differences with respect, civility and dignity, and work towards a resolution
- discuss issues or concerns directly with the class teacher, Head of School, College Principal or their representative at an appropriate time
- refrain from discussing grievances regarding the College in front of your child, or with any Community members
- use polite language in the presence of students, staff and visitors
- follow College procedures governing entry to and behaviour on school grounds, including any restrictions that may be imposed
- enter a classroom or other learning environment only on invitation from the teacher
- respect the rights of staff members and other individuals including other parents/carers. Be aware that issues may have many sides, and therefore be prepared to listen and seek to verify facts
- refrain from engaging in malicious or judgmental gossip that impacts negatively on the College and members of the College community either directly, or through other media including electronic
- not engage in behavior that constitutes bullying, harassment, discrimination or vilification
- not approach another child to chastise them because of actions or conflict involving your own child
- follow the correct procedures to resolve a grievance or conflict in accordance with the College policy

- advise the College of circumstances that relate to your relationship with your child such as family law issues, family law court judgements or court orders.

Social Media

Social Media is the collective of online communication channels dedicated to community-based input, interaction, content-sharing and collaboration. There are a number of ethical and legal issues associated with the use of social media that all members of the College community need to respect. Social media is no different to other forms of publishing in terms of defamation.

Parents/Carers must comply with the following when using any form of media:

- The College, staff members and students, parents/carers and other members of the community should not be discussed or represented in a negative or defamatory way.
- Photographs of students in school uniform should not be posted if they present the College, its staff or students in negative ways.
- Email addresses or any personal contact details of parents/carers, staff and students should not be given to other people without the express consent of the relevant parties.
- There is not to be recording or filming without the knowledge and consent of the other party.

Breaches of the Code

The College may take such steps that it considers responsible and appropriate in response to breaches of the code.

A breach or breaches of this code will have consequences as determined by the College Principal and, if required, the Board as outlined below:

- A parent/carer may be banned from attending College events.
- A parent/carer may be banned from the College grounds.
- A parent/carer may be directed to communicate only with a member of staff nominated by the College Principal.
- Termination of enrolment may result from a very serious breach or repeated breaches of the Code.
- The College may involve other authorities where appropriate or required by law.

Review of Guidelines

These guidelines will be reviewed at the discretion of the College Principal.

Last review date: September 2018

Next review date: As determined by the College Board and the College Principal - Annually (2019)

Authorised delegate(s): The College's Management Team

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