

PARENT CODE OF CONDUCT POLICY



Relevant to:	All parents, guardians, step-parents, grandparents, extended family members and care-givers of students
Developed by:	Management Team
Date of Introduction:	August 2019
Date of Most Recent Review:	2021
Date for Review:	2025
Endorsed:	By School Council on 29 October 2019
Reviewed by:	Principal – S. Norris
Related Documents:	Grievance Policy

PURPOSE

This Code of Conduct sets out the expectations of the School in relation to the conduct of Parents and Guardians of students of the School, as part of building a culture of respect, care and safety in the Tamar Valley Steiner School community. This document aims to ensure that the required standards of behaviour are clear to parents, as well as the implications of non-compliance, which in serious cases can include cessation of student enrolment.

RATIONALE

Tamar Valley Steiner School (in this document, 'the School') is committed to ensuring a respectful community and learning environment that is safe, positive and supportive for all students, staff and visitors of the School. The School values and encourages diversity and equal opportunity and wishes to ensure that all people in the School community are treated with dignity, fairness, courtesy, mutual trust and respect at all times. The School wishes to ensure that the School environment is free from bullying, harassment, discrimination, vilification, victimisation, and violence.

To achieve these goals The School requires parents and guardians to role model these respectful behaviours, together with all staff, to build a safe environment where all students can develop and flourish. This Code of Conduct specifies the way in which the School requires parents and others responsible for students to conduct themselves when visiting the School campus, participating in School activities, or otherwise engaging with members of our School community. Parents and guardians should set an example for their children, and the children of others.

It sets out mandatory minimum standards of conduct, which stand beside but does not exclude or replace the rights and obligations of individuals made under common law.

1. SCOPE

The Code of Conduct applies to all parents, guardians, step-parents, grandparents, extended family members and care-givers of students enrolled at the School, (in this document, 'Parents and Guardians') as well as any 'guests' who accompany Parents and Guardians to School or School events.

This Code governs the way Parents and Guardians interact with and treat other Parents and Guardians, students (including their own), visitors, staff (including teachers), contractors and volunteers (in this document, 'members of the School community').

All Parents and Guardians must act in accordance with this Code, and consequences of any breach are set out under Section 4.

2. EXPECTATIONS OUTLINED IN THIS POLICY

2.1 Upholding the School's Purpose and Values

Parents and Guardians must support and act in accordance with the School's Mission and Core Values in all dealings with the School, including when referring to the School, directly or indirectly, on Social Media. For the purpose of this Code, the key parts of our Core Values are as follows:

- (a) The School is based on the Anthroposophical principles that guide the Pedagogical indications as given by Dr Rudolf Steiner.
- (b) The School strives at all times to build ~~fosters~~ a culture of respectful Interactions and positive student behaviours.
- (c) The School is committed to the principles and practice of Australian democracy, which includes the values of diversity, openness and tolerance.
- (d) The school seeks at all times to build restorative practices into the operation of the school that support Social Renewal whilst maintaining adherence to all legal requirements.

2.2 Adhering to protocols on School premises and at School events

2.2.1 Respecting the School's Policy and procedures

When attending the School or any School-related event, Parents and Guardians are required to:

- (a) Comply with all laws, policies and procedures in place at the School,
- (b) Report to the office if entering the school property for any reason at a time other than the normal pick up or drop off time for their child/ren,
- (c) Advise the School of any areas of potential conflict, such as parenting and family court orders,
- (d) Refrain from smoking on the School grounds, and in accordance with smoking regulations,
- (e) Dress appropriately according to the occasion; this includes avoiding wearing clothing with advertising, or offensive words,
- (f) Refrain from bringing alcohol or illicit drugs on to the School grounds; or to attend school grounds and events affected by illicit drugs or alcohol,
- (g) Be respectful and not damage School property and the property of others.

2.2.2 Respecting members of the School community

When attending the School or any School-related event, Parents and Guardians must:

- (a) Treat all members of the School community (as defined above) with courtesy and respect,
- (b) Be courteous and respectful in all written and spoken communication with everyone in the School community,
- (c) Ensure that their actions and communications do not bring the School into disrepute,
- (d) Not use offensive, insulting or abusive language or expletives, or speak in a derogatory, vexatious or offensive manner,
- (e) Never use violence of any kind or engage in threatening behaviour towards anyone,
- (f) Not assault (sexually or physically), harass, intimidate, undermine, threaten or bully any member of the School community,
- (g) Listen respectfully (in the same manner required by students and staff) when attending any kind of School assembly, activity, presentation, festival or other public event,
- (h) Ensure that any physical contact with students is appropriate given the age of and relationship with the student, such that questions of impropriety do not arise,
- (i) Not discipline or reprimand another person's child, raise their voice or get involved in verbal altercations with another parent or guardian or child; make an arrangement to discuss any concerns in an appropriate way and at a time suitable for both parties, or seek support to otherwise gain understanding and mutual respect,
- (j) Respect the privacy of other members of the School community. This includes not engaging in malicious or judgmental exchanges (either directly or online) and ensuring all speech about others is both fair and truthful.
- (k) Not disparage the School's Mission or Core Values or otherwise act in a manner which is disrespectful or contradictory to the School's Anthroposophical based Educational principles,
- (l) Seek clarity on any aspect of the Schools Mission if there is insufficient understanding of the school's principles to support the School in word and deed,

2.2.3 Respecting staff, teachers, contractors and volunteers

In all interactions with staff, teachers, contractors and volunteers, Parents and Guardians must:

- (a) Only enter a classroom, staffroom, an unattended Office or attend a School-related activity with permission from a staff member,
- (b) When attending School or a School event in a voluntary capacity, accept the authority of the teacher (or staff member) and comply with any reasonable direction.

2.3 Communication

In order that all staff, contractors and volunteers can enjoy a safe and enjoyable work environment, Parents and Guardians must comply with the following:

- (a) If a Parent or Guardian contacts a staff member, contractor, or volunteer in relation to a query or concern, the recipient will respond within a reasonable period of time (48 hours from receipt of communication),

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

(c) Written correspondence with the School must be respectful and courteous and never abusive, vexatious, intimidating, threatening or bullying, or constitute sexual harassment.

2.4 Confidential Use of Photography and Video

Parents and Guardians must not:

(a) Take a photo or audio or video recording of any member of the School community without their consent (or, in the case of a student, the consent of their Parent or Guardian),

(b) Share, distribute or post on social media any photo or audio or video recording of any member of the School community without their prior consent (or, in the case of a student that is not their own, the documented consent of their Parent or Guardian).

2.5 Use of Social Media

All members of the school community should recognise the potential for damage to be caused, directly or indirectly, to the School and to school community members and exercise thoughtfulness and care in the use of social media relating to the school.

When using social media, Parents and Guardians must therefore:

(a) Be respectful and courteous to all members of the School community, and not act in a way that could sexually harass, bully or intimidate,

(b) Not criticise the School's Mission, Values or Anthroposophical principles,

(c) Not discuss or mention the School, its staff or any members of the School community in a negative or defamatory way, or otherwise break the law,

(d) Not use the platform to voice grievances about the School,

(e) Make contact with students (other than their own) using any form of social media,

(f) Make reasonable efforts to ensure that their children comply with the School's Social Media Policy,

(g) Never disclose the personal details of, or confidential information about, any member of the School community to third parties without the individual's prior consent or the consent of their Parent or Guardian,

(h) Never post defamatory, offensive, sexually inappropriate or other material that may damage the reputation of the School or a member of the School Community.

3. PROCESS FOR 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 School.

The School will take seriously any issues that are brought to its attention. If Parents or Guardians express their concerns to the School, they can expect to be treated with courtesy and respect in attempting to resolve the matter.

Tamar Valley Steiner School has a Grievance Policy to ensure that all grievances and complaints are dealt with by the school in the appropriate manner. Should a parent or guardian be unable to resolve an issue informally, they may lodge a complaint or grievance with the School.

The School's grievance policy can be requested from the school office or found on the school website.

4. NOTIFYING A BREACH OF THIS CODE

Any person may notify the College Chair or the Business Manager of a possible breach of this Code of Conduct.

The College Chair or their representative may then decide to investigate the complaint to determine whether there has been a breach of the Code of Conduct or other School policy or law.

If satisfied that a breach by a Parent or Guardian has occurred, the College Chair or their representative may implement disciplinary action against the person such as a warning, direction to attend a mediated meeting, direction not to enter School grounds for a period of time, or other sanctions up to and including termination of the enrolment of the student under their care.

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