



<b>POLICY</b>	<b>Code of Conduct- Parent</b>
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Policy Owner	Principal
Function/Area	College Community

## Code of Conduct Statement

Tranby College staff and students are guided by a Code of Conduct and set of core values. This document aims to provide similar guidelines for parents. Specifically, this Code of Conduct is intended to:

- provide a set of general principles to guide parents in their interactions with staff, students and other parents.
- communicate the College's expectation as to how parents conduct themselves when on the College grounds or at College events.
- explain how parents can direct their concerns.

## Code of Conduct Scope

This policy applies to all adults including parents, guardians, step-parents, grandparents, extended family, caregivers and any others while involved in activities or communication related to Tranby College. For the purpose of this policy, the term “parent” refers to all caregivers as listed above.

## Code of Conduct Principles

Policy Principles are categorised into the headings of:

1. **ETHICAL CONDUCT**
2. **EXPECTATIONS AROUND COMMUNICATIONS AND INTERACTIONS WITH STAFF, OTHER PARENTS AND STUDENTS**
3. **WHAT PARENTS CAN EXPECT FROM A STAFF MEMBER IF COMMUNICATION BECOMES INAPPROPRIATE**
4. **USE OF SOCIAL MEDIA**
5. **WHAT PARENTS CAN EXPECT FROM THE COLLEGE**
6. **BREACHES OF THIS CODE OF CONDUCT**

### 1. ETHICAL CONDUCT

Parents play a key role in the education of their children and should act in the best interests of students, their families, staff and the College community. The College values its diverse community and respects the rights, beliefs and practices of individuals and their families. Parents are students' most significant role models. Accordingly, the College expects a high standard of personal behaviour from parents when they are on College grounds, attending events or communicating with staff or other students. These standards are:

- Refraining from engaging in malicious or judgmental gossip (either directly or online) and ensuring that anything they say about others is fair and truthful.
- Refraining from actions and behaviour that constitutes bullying, harassment, sexual harassment, intimidation, discrimination, victimisation and child abuse or vilification.

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- Refraining from actions of actual or threatened aggression (verbal or non-verbal) or violence.
- Refraining from behaviour that causes a risk to a person's health and wellbeing.
- Refraining from offensive, insulting or derogatory language or conduct. This includes wearing clothing with offensive language or insignia.
- Dressing appropriately according to the occasion.
- Not smoking any tobacco product or e-cigarette on College grounds or within 5 metres of the College boundary.
- Not possessing or consuming alcohol on College grounds unless the event has been sanctioned by the Principal.
- Not attending College events if affected by alcohol or any illegal drug.
- Demonstrating good sporting conduct and fair play when attending the College's art, drama and sporting events.
- Showing proper care and regard for College property, the property of others and Occupational Health and Safety considerations.

## 2. EXPECTATIONS AROUND COMMUNICATIONS AND INTERACTIONS WITH STAFF, OTHER PARENTS AND STUDENTS

- Parents are expected to interact civilly with staff, students and other parents at all times.
- Written and spoken communication should be courteous and respectful.
- Parents are expected to comply with any reasonable directions given by the College's staff.
- Abusive language, raising your voice, insulting or violent behaviour to anyone on College grounds or at any College-related event is not appropriate.
- Parents are expected to respond to College communications (e.g. by completing forms and providing permissions in a timely manner) when requested to do so by the College.
- Parents are expected to keep the College informed about a child's needs (including but not limited to their behavioural, educational, personal, and physical or mental health needs). This includes providing updated medical information, family developments and other like information as it becomes available. However, parents need to also appreciate that while the College will take into account any new information, and comply with its legal obligations, the College cannot necessarily accommodate every need.
- Parents must ensure that relationships with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided.
- Parents must ensure that physical contact with students is appropriate given the age of, and relationship with the student such that questions of impropriety do not arise.
- Whilst interaction between students can be unruly it is not appropriate to discipline another parents' child whilst on College grounds, unless there is a reasonable health and safety concern.
- Physical contact should be avoided unless there is a reasonable health and safety concern.
- In some circumstances parents are required by law to advise the College of areas of potential conflict, such as parenting and family court orders. The College expects parents to behave lawfully on College grounds and observe the terms of any order, obligation or undertaking they may be subject to. However, parents should not involve the College in parenting disputes, or expect the College to act as the go-between for estranged parents.

## 3. WHAT PARENTS CAN EXPECT FROM A STAFF MEMBER IF COMMUNICATION BECOMES INAPPROPRIATE

In cases where a parent does not interact civilly with staff, either in person within or outside of the College grounds, during a phone call, or via email, the staff member may take one of the following actions:

- Request that the parent cease their inappropriate communication to allow the communication to proceed.
- Inform the parent that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion.

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- Request another staff member be present for the remainder of the meeting, if deemed necessary to proceed with such.
- Issue a written warning to the parent.
- Lodge a complaint against the offending parent.

#### 4. USE OF SOCIAL MEDIA

Social media can be defined as how we use technology to communicate and connect with others. Despite the range of positive uses for social media, there are also a number of ethical and legal issues associated with its use. Many people may hold the mistaken belief that anything published online will be without legal consequence. However, parents should be aware that there are a number of potential legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage and defamation. Parents can ensure they abide by the laws and the College's expectations of its parents, by complying with the following:

- The College, its staff and members of its community should not be mentioned or discussed in a negative or defamatory way.
- Parents must obtain express permission to use the College's name or insignia in the title of any online website, forum or group, or printed or online publication. In addition, no suggestion should be made that any such platform or material is operated or sanctioned by the College.
- Photographs of students in college uniform represent the College and its students and should not be posted if they have the potential to bring negative connotations towards the College or its staff and students.
- Photographs containing other students should not be posted without the express consent of the other child/children's parents.
- Email addresses of parents, staff and students should not be given to other people without their express consent.
- Parents are not permitted to make contact with students via any form of social media without the express consent of the student's parents.

#### 5. WHAT PARENTS CAN EXPECT FROM THE COLLEGE

The College takes seriously any issues that are brought to its attention. If parents express their concerns to the College, they can expect to be treated with courtesy and respect to try and resolve the matter. As a general guide, minor issues may be raised with your child's teacher, Head of School or Head of House. Cases of more serious inappropriate conduct or misconduct ought to be directed to the Deputy Principal or Principal. Each situation will be considered as it arises and based on the issues. The College will act in accordance with its Concerns Complaints and Dispute Policy when dealing with complaints.

#### 6. BREACHES OF THIS CODE OF CONDUCT

With these guidelines in place, it is expected that parents can appropriately direct their concerns and contribute to a harmonious College community that reflects and builds on the College's values. The consequences for breaches of this Code of Conduct will be determined by the Principal or their proxy, as the College representative and may include one or more of the following:

- Concerns will be outlined to parents in writing and appropriate future conduct recommended.
- A parent may be directed to only communicate with members of staff through a nominated College representative.
- A parent may be restricted from entry to College grounds or from attending co-curricular activities or other College events.
- In cases of extreme or prolonged breach of this Code of Conduct by a parent, the enrolment of the child of that parent may be terminated.
- Where appropriate, the involvement of other authorities may be sought.
- Other steps may be taken as deemed appropriate according to the nature of the breach.

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## Related Policy and Procedures

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Policy	Bullying
Policy	Child Protection
Policy	Student ICT Responsible Use
Policy	Concerns, Complaints and Dispute
Procedure	Concerns, Complaints and Dispute

## Applicable Legislation

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Children and Community Services Act 2004  
Equal Opportunity Act 1984  
Privacy Act 2000



## Responsibilities

### Parent Responsibility

Each parent has the responsibility to:

- Act in a manner that upholds the Code of Conduct- Parent.
- Ensure their children comply with the College's codes of conduct, policies, procedures, rules and regulations.
- Encourage their children to actively participate in the life of the College, including in the classroom and the many sporting and extracurricular activities available (noting that some extracurricular activities will be compulsory).
- Support the College's commitment to developing a student's initiative, independence, and sense of responsibility for their own lives and actions.
- Be responsive to concerns raised by the College about their own child, including by being cooperative, providing information, and attending meetings when required.
- Support the College's approach to student behavioural concerns, which can include a range of outcomes (including those which are educational, pastoral, or disciplinary in nature).
- Report inappropriate behaviour to a Tranby College staff member

### Staff Responsibility

Each Staff member has the responsibility to:

- Model appropriate behaviour.
- Log noted breaches in SEQTA
- Treat each reported breach of the Code of Conduct respectfully and appropriately
- Refer more serious or complex breaches to an appropriate member of the Senior Leadership Team.

### Manager's Responsibility

The Principal and the College Leadership has responsibility to:

- Create a culture in the College that is open and committed to the establishment of respectful learning relationships
- Ensure the approach taken in relation to the Code of Conduct is child focussed and culturally appropriate
- Listen to and acknowledge feedback from parents
- Follow the principles of natural justice when responding to a breach of the Code of Conduct

### College's Responsibility

Tranby College has a responsibility to:

- ensure that all staff have access to and understand the Code of Conduct- Parent
- ensure that all parents have access to and understand the Code of Conduct- Parent
- ensure that the Code of Conduct- Parent is fairly and justly applied across Tranby College
- respond to the needs of a particular individual as appropriate within the values of Tranby College
- comply with legislated requirements.

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## Definitions

**Child**-The definition of 'child' is defined in section 3 of the Children and Community Services Act as a person who is under the age of 18 years.

**Procedural Fairness** – this is sometimes referred to as Natural Justice and relate to the process used by a decision maker. The rules of Procedural Fairness require:

- A fair hearing and opportunity for both sides to be heard before any decision
- Lack of bias
- Evidence to support a decision; and
- Inquiry into matters in dispute

**Student** - A 'Student' of Tranby College shall be a current student of Tranby College until they officially withdraw from the College, are no longer enrolled and, in the case of Year 12 Students, the day after the completion of all final exams.

## Further Information

Further information concerning any aspect of this policy may be directed to the Deputy Principal

## Policy Sign off & Acceptance

Sign off is required by:

Principal

## Revision History (filled out Board or Principal)

Version	Approved/ Amended/ Rescinded	Date	Board/ Principal	Approval/ Resolution Number	Key Changes & Notes
-	Approved	June 2021	Principal	June 2021	-
-	Approved	August 2022	Principal	August 2022	Updates to content

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