

## Introduction

At **St Monica's Primary School** we are committed to nurturing respectful relationships and active partnerships with you as **parents/carers/guardians**. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

As **parents/carers/guardians**, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships within a Catholic faith tradition

This Code of Conduct will guide your interactions and communications with staff, other **parents/carers/guardians**, students and the wider school community. It articulates the school's key expectations of both staff and **parents/carers/guardians** with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the school's:

- Occupational Health and Safety Policy
- Complaints Policy and procedure
- Child Safe Policy

## Our Culture of Respectful Relationships

Among students, staff and **parents/carers/guardians** we strive to develop the following:

- A respect for the innate dignity and worth of every person;
- An ability to understand the situation of others;
- A cooperative attitude in working with others;
- Open, positive and honest communication;
- The ability to work respectfully with other people;
- Trusting relationships; and
- Responsible actions

### In Promoting & Upholding this Culture, we expect that **STAFF** will:

- Communicate with you regularly regarding your child's learning, development and wellbeing;
- Provide opportunities for involvement in your child's learning;
- Maintain confidentiality over sensitive issues;
- Relate with and respond to you in a respectful and professional manner; and
- Ensure a timely response to any concerns raised by you.

### In Promoting & Upholding this Culture, we expect that **PARENTS** will:

- Support the school's Catholic ethos, traditions and practices;
- Treat staff, students and other parents/cares/guardians with respect and courtesy;
- Support the school in its efforts to maintain a positive teaching and learning environment;
- Understand the importance of healthy parent/teacher/child relationships and strive to build the relationships;
- Adhere to the school's policies, as outlined on the school website.

## Acceptable Behaviours

All staff, volunteers and board/ school council members are responsible for supporting the safety of children by:

- Adhering to St Monica's Child Safe policy and upholding the school's statement of commitment to child safety at all times
- Taking all reasonable steps to protect children from abuse
- Treating everyone in the school community with respect
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/ the safety of another child
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (eg: never questioning an Aboriginal or Torres Strait Islander child's self identification)
- Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (eg: by having zero tolerance of discrimination)
- Promoting the safety, participation and empowerment of children with a disability (eg: during personal care activities)
- Promoting the safety, participation and empowerment of all children, regardless of gender, or gender identity.
- Ensuring as far as practicable that adults are not alone with children
- Reporting any allegation of child abuse to the school's Principal or Deputy Principal
- Understanding and complying with all reporting obligations as they relate to Mandatory Reporting and reporting under the Crimes Act 1958
- Reporting any child safety concerns to the school's Principal or Deputy Principal
- If an allegation of child abuse is made, ensuring as quickly as possible that the child/ children are safe

## Unacceptable Behaviours

All staff and volunteers must not:

- Ignore or disregard any suspected or disclosed child abuse
- Develop any 'special' relationships with children that could be seen as favouritism (eg: the offering of gifts or special treatment for specific children)
- Exhibit behaviours with children which may be construed as unnecessarily physical (eg: inappropriate sitting on laps)
- Put children at risk of abuse (eg: by locking doors)
- Initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves such as toileting or changing clothes
- Engage in open discussions of a mature or adult nature in the presence of children (eg: personal social activities)
- Use inappropriate language in the presence of children
- Express personal views on cultures, race or sexuality in the presence of children
- Discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- Have contact with a child or their family outside of school without the Principal's knowledge or consent or approval from CEW (eg: unauthorised after hours tutoring, private instrumental/ other lessons or sport coaching)  
Accidental contact, such as seeing people in the street, is appropriate
- Have any online contact with a child (including social media, email, instant messaging etc) or their family (unless necessary eg: providing families with e-newsletters or assisting students with their school work)
- Use any personal communication channels/ device such as a personal email account



- Exchange personal contact details such as phone number, social networking sites or email addresses
- Photograph or video a child without the consent of the parent or guardian
- Work with children whilst under the influence of alcohol or illegal drugs
- Consume alcohol or illegal drugs at school or at school events in the presence of children

## Raising Concerns & Resolving Conflict

(Refer also to our Complaints Policy located in the CEW Handbook)

In raising concerns on behalf of your child, or making a complaint about the school's practices or treatment of your child, *we expect that you will:*

- Listen to your child, but remember that a different 'reality' may exist elsewhere;
- Observe the school's stated procedures for raising and resolving a grievance/complaint;
- Follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner; and
- Refrain from approaching another child while in the care of the school to discuss or chastise them because of actions towards your child. Refer the matter directly to your child's teacher for follow-up and investigation by the school.

In responding to your concerns or a complaint, *we expect that staff will:*

- Observe confidentiality and a respect for sensitive issues;
- Ensure your views and opinions are heard and understood;
- Communicate and respond in ways that are constructive, fair and respectful;
- Ensure a timely response to your concerns/complaint; and
- Strive for resolutions and outcomes that are satisfactory to all parties.

## Safety & Wellbeing

The school places a high value and priority on maintaining a safe and respectful working environment. We regard certain behaviours as harmful and unacceptable if they compromise the safety and wellbeing of a member of our school community. These behaviours include, but are not limited to:

- Shouting or swearing, either in person or by other means
- Physical or verbal intimidation and or threats
- Aggressive hand gestures;
- Writing rude, defamatory, aggressive or abusive comments to/about a member of the school community (emails/social media);
- Racist, sexist or other denigrating comments or images
- Acts of violence; or
- Damage or violation of possessions/property.

When an adult behaves in such unacceptable ways, the Principal or Principal's nominee will seek to resolve the situation in one or more of the following ways:

1. repair relationships through discussion and/or mediation.
2. exercise our legal right to impose a temporary restriction or permanent ban from the school premises
3. report the incident to the police.

This Code of Conduct is endorsed by Catholic Education Sandhurst.

I, \_\_\_\_\_ confirm that I have been provided with a copy of the above Code of Conduct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Date of implementation, October 2019**

**Date for Review, October 2021**