

	<h2><u>Parent Code of Conduct Policy</u></h2>
<p><b>Authority</b></p>	<p>College Principal</p> <p>Date of review: May 2024</p> <p>Date of next Review: July 2026</p>
<p><b>Introduction</b></p>	<p>This policy provides an outline of expectations and aspirations for a collegial and positive environment that focuses on the nurturing, development and wellbeing of children.</p>
<p><b>Scope</b></p>	<p>This code applies to parents, guardians, step-parents, grandparents, extended family, babysitters, <i>au pairs</i>, nannies and any others whilst involved in activities or communication related to Bialik College. For convenience, the term “parents” will be used throughout this policy.</p> <p>“Staff”, “staff member” or “member of staff” refers to full-time, part-time, fixed-term, permanent and casual staff as well as contractors, Council members and appointed volunteers.</p>
<p><b>Other policies that may be relevant</b></p>	<ul style="list-style-type: none"> <li>• Child Protection Policy</li> <li>• Mandatory Reporting Policy</li> <li>• Student Positive Behaviour Policy</li> <li>• Workplace Behaviour</li> <li>• Anti Bullying and Harassment Policy</li> </ul>
<p><b>Policy Statement / Purpose</b></p>	<p>Bialik College has 5 values, all of which are the principles of good communication. The values are Respect, Integrity, Perseverance, Empathy and Responsibility.</p> <ul style="list-style-type: none"> <li>• <b>Respect, Integrity and Empathy:</b> parents will use courteous and acceptable written, electronic and spoken language in all communications with students, staff, other parents and members of the College community. Aggressive, threatening or condescending language, whether it is spoken, written or communicated electronically, is unacceptable.</li> </ul>

We value our diverse community and respect the rights, beliefs and practices of individuals and their families.

- **Responsibility and Respect:** parents will act in the interests of students, their families, the community and College staff. They will not engage in malicious or judgemental gossip, and should ensure that anything that is said is fair and truthful.

#### **When visiting the College**

When visiting the College parents will comply with any security or sign-in procedures. Other than during drop-off and pick-up times will sign in with Security and will have a prior appointment.

When attending any kind of College event, assembly, match or public meeting, parents (as will all students and staff) will listen respectfully, avoid heckling and will refrain from interrupting or distracting from learning activities that may be taking place.

The presence of parents in classrooms during the school day is disruptive to learning and good order. Parents must not enter any classroom during the school day (8.30-3.45 Monday-Thursday, and 8.30-3.45 Friday) without a teacher's permission by prior arrangement.

#### **When communicating with other children**

A parent may not discipline a child who is not theirs, nor speak to a child who is not theirs about their behaviour. This is the role of teaching staff. This is because staff are trained to manage pastoral situations, staff may have a wider picture of a situation, and for a child to be approached by an adult, especially one they do not know, can be distressing. Parents should therefore raise any behavioural or peer group issues with a member of the teaching staff and it is the teacher's responsibility to deal with any issues.

When visiting a classroom, it is the teacher who is the authority in the room. Teachers value parental involvement although they may ask a parent to leave a learning experience at their discretion. Similarly, in situations such as a car park or school camp, the directions of supervising/security staff must be followed at all times.

#### **Whilst Digital Bialik (eg online learning during Covid-related learning-at-home) is in operation**

The Digital Bialik curriculum relationship is between the teacher and the child. During lessons, children interact with teachers. Should parents wish

to interact, they should allow the lesson to flow freely without interruption, and

- a) Empower their children to ask and enquire (even very young children)
- b) Communicate with the teacher by email or phone after the lesson if required.

Teachers are grateful when parents support the reality that learning is often open-ended; that part of learning is for children to be challenged by the learning itself; and that teachers teach many classes and many children. Parent communication with teachers as a result of their observing the Digital Bialik experience should be with this in mind.

### **When communicating with College staff and volunteers**

All members of the community are entitled to a calm and respectful working and educational environment. All interactions should be courteous and appropriate, in line with the Values of the College. The priority in the College is the wellbeing, education and nurturing of young children. Staff and volunteers are therefore not required to respond to emails and telephone calls instantaneously. Other than in an emergency, a response time from staff within one work day is appropriate. Responses are not expected outside normal working hours or school holidays.

Communication between parents and staff, and between parents and members of the College Council, are considered private correspondence and whilst College staff are required to maintain confidentiality, parents are similarly not to share correspondence with others (save for the purpose of obtaining medical or legal advice, and/or making a report to authorities / regulators).

When a meeting is arranged, staff must be afforded the time to investigate an issue and gather information prior to the meeting.

As a Jewish school, staff are encouraged not to communicate electronically (nor should there be an expectation of response) on Shabbat (Friday evening until Saturday evening) and on Jewish festivals.

### **When making a complaint**

Parents have the right to raise issues and concerns relating to their children. The concern should be raised with the correct person or their line manager. Usually this is the class teacher or the Year Coordinator / Head of Department / Head of School. When raising an issue or making a complaint parents should refer to the School Complaints Policy as outlined in the Parent Handbook.

<p><b>Consequences of a breach of the Parent Code of Conduct</b></p>	<p>Any parent, member of College staff or student may notify the College of a breach of the Parent Code of Conduct (in the same way that a breach of the Staff Code of Conduct is reported: in writing, with the concerns noted).</p> <p>The Principal or his delegate will investigate the complaint (the investigation will be conducted by the Council President if the complaint is about the Principal in his role as Parent) and if satisfied that a breach has occurred actions from the following non-exhaustive list may take place:</p> <ul style="list-style-type: none"> <li>• Telephone or email the parent to agree a way forward;</li> <li>• Require a meeting with the parent to discuss the concerns and agree a way forward;</li> <li>• Provide a Written Warning that a breach of the Code of Conduct has occurred and that a further breach will not be tolerated;</li> <li>• Require an apology;</li> <li>• Issue a written notification or ‘trespass warning’ requiring the parent not to enter College property for a fixed period of time or direct the parent not to undertake other actions deemed inappropriate relating to the College;</li> <li>• Issue a Community Safety Order;</li> <li>• Contact the appropriate authority to address the issue;</li> <li>• Cancel or suspend the enrolment of a child.</li> </ul> <p>Circumstances in which tone, language, volume or intimidating body language is inappropriate will result in the staff member ending the communication (by phone, email, letter, face-to-face or otherwise) unilaterally.</p>
<p><b>Individual and legal rights</b></p>	<p>Nothing in this policy precludes any person or organisation – parent, staff member or College – from exercising their rights in respect of obtaining restraining and intervention orders, reporting assault, bringing action for defamation, exercising rights under vilification or discrimination laws or in any other way.</p>
<p><b>Betrayal of Trust Legislation: ‘Failure to Disclose’.</b></p>	<p>Any adult in Victoria (other than those with legal exemptions, such as those with client-legal, or journalistic privilege) who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has a legal obligation to report that information to the police. Failure to disclose is a criminal offence.</p> <p>More information can be found <a href="#">here</a>.</p>