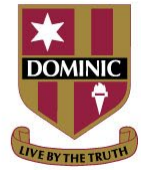


DOMINIC COLLEGE

A Catholic School in the Salesian Tradition



PARENT CODE OF CONDUCT POLICY

Date	December 2024
Responsible Position	College Leadership Team
Approved By	College Board
Next Review Date	2028
Related Documents	Behaviour Management Policy Child Safe Policy Communication Policy Complaints Policy Enrolment Policy Exclusion from School Policy General Terms and Conditions Privacy Policy Sports Policy Staff Code of Conduct Student Code of Conduct Wellbeing Policy

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1. OUR PHILOSOPHY

Dominic College is a K-10 Catholic, co-educational College owned and governed by the Salesians of Don Bosco. It is a Christ-centred learning community founded in the Salesian and Dominican traditions. The policies of the College, underpinned by the Gospel values, serve to promote the dignity and uniqueness of each human person.

The four pillars in the Charter for Salesian Schools encapsulate Don Bosco's vision and guides the College in all aspects of school life. Accordingly, we are:

- A HOME that welcomes
- A SCHOOL that prepares for life
- A PARISH that evangelises
- A PLAYGROUND where friends meet and enjoy themselves.

This Code of Conduct reflects our ethos and legal obligations and reflects the importance of the partnership between the College and our families.

2. GENERAL PRINCIPLES

Dominic College aims to provide an open, welcoming, inclusive, and safe environment for everyone in our community including students, parents, staff, and visitors to the College. This Code of Conduct has been developed so that parents are aware of, and meet, the College's expectations in regard to their interactions with the College, its staff, other families, and students. Adherence to this Code and related policies is important to promote positive and productive relationships and for the respect and safety of all within the College Community.

The College is responsible for establishing and administering the policies, procedures and rules that govern the day-to-day operations of the College. It is important that parents respect and adhere to the school's requirements and support these decisions. Our policies and the many other resources developed to assist students and parents, are available from the College website.

This Code of Conduct applies to all members of the College community including parents, carers, guardians, visitors, volunteers, contractors and anyone who has responsibility for the care and welfare of a child.

The application of this Code is not limited to the school site or to school hours. It extends to all activities and events that are school related and when visiting or representing the College. The

Code of Conduct also requires that the actions of parents do not bring the College into disrepute at any time.

This Code of Conduct covers all forms of communication whether written, verbal, interpersonal, online, or other public forums.

3. OUR PARENTS

Parents at Dominic College will:

- Be treated with respect, courtesy and in a professional manner by staff, students, and other parents.
- Be listened to and receive clear communications from the College regarding their child's education, wellbeing and development.
- Have their privacy maintained (in accordance with the College Privacy Policy and the Privacy Act).
- Have confidentiality over sensitive issues respected by staff.
- Receive a timely response to concerns raised.

4. COLLEGE COMMUNITY

All members of the Dominic College community will:

- Conduct themselves in a respectful, considerate, and courteous manner and in compliance with the law.
- Value and champion the school community and its reputation.
- Be courteous and well mannered in all communications both written and verbal. Inappropriate language and behaviour will not be tolerated.
- Act in the best interests and welfare of students, families, and staff. They will not engage in malicious or judgmental gossip and will ensure that anything they say about others is fair and truthful.
- Value our diverse community and respect the rights, religious beliefs and practices of individuals and their families.
- Respect points of view that are different from our own and refrain from actions and behaviour that constitutes harassment, discrimination, or vilification.
- Demonstrate behaviours consistent with the College's ethos and values, and the philosophy of Catholic education.
- Respect College property and the property of others.
- Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others.
- Not behave in a manner that is unlawful, breaches College policies or expectations, or brings the College into disrepute.

5. CONDUCT WHILE ON COLLEGE GROUNDS AND AT COLLEGE EVENTS

While on College grounds or at a College event, parents will abide by the following requirements.

- Respect and comply with all reasonable requests and directions from the Principal and other members of staff.
- Obey all traffic signs, directions and instructions.
- Abide by all health and safety requirements.
- Support staff in maintaining a safe, secure, and respectful learning environment including:
 - Raise any learning or wellbeing issues with a member of staff and allow them to manage the issue.
 - Maintain the confidentiality of any information they obtain (information obtained at school can be discussed with the appropriate staff member).
 - Work in partnership with the College to enhance the learning outcomes, wellbeing and conduct of their child.
- Respect that the priority of staff is the education and wellbeing of all students and understand that throughout the day, staff are engaged in teaching, learning, and other business activities. Parents will:
 - Refrain from interrupting or distracting teachers and students while classroom activities, learning activities or events are underway.
 - Not enter classrooms without invitation by a teacher.
 - Not use inappropriate language or engage in inappropriate behaviour, either directly or indirectly, while onsite.
 - Ensure any children in their care are not left unsupervised or playing in a dangerous manner while onsite.
 - Be aware that the time available for staff to meet with parents is limited and must be scheduled at a time that does not disrupt the classroom. Parents should be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare, unless there is a genuine emergency that needs to be discussed.
 - Appreciate that staff are unlikely, and not expected, to respond to communications immediately. The College endeavours to respond to emails within two business days. Staff may choose to send or respond to work related emails at a time of their own choosing, but there is no expectation to respond to these emails outside of business hours.
 - Appreciate that a response within two business days does not necessarily mean the matter will be resolved within that timeframe.
- Parents are welcome to attend events and extra-curricular activities but should conduct themselves in a professional manner and in accordance with this Code and other College policies. They should respect the authority of those in charge of the event and not abuse,

threaten, or otherwise seek to intimidate anyone involved including umpires, referees, players, participants, families, members of the public, or any College representative.

6. APPROPRIATE CONTACT WITH THE COLLEGE

- It is expected that parents will comply with requests to meet with staff if asked to do so.
- If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. Turning up unannounced and expecting staff to meet with you is not appropriate.
- Parents should not attempt to contact a staff member at their home, via their personal mobile, personal email or social media, unless the staff member is known to them socially outside of school and it is not in regard to a school matter.
- Parents should avoid raising important school issues with staff at College events. These matters should be addressed through official channels.
- It is important that parents show respect for staff and not criticise them or seek to undermine their authority within the community.
- If a matter cannot be resolved via telephone or e-mail, an appointment should be made with the appropriate staff member. Extended use of emails can exacerbate a situation rather than resolve it.

7. INTERACTIONS WITH COLLEGE STUDENTS

Any parent who wishes to volunteer in any capacity must undertake an induction and have a current Working with Vulnerable People Card (WWVP).

Parents must not interact unsupervised with other students that they do not have a direct relationship with, whether in person or online. Under no circumstances are parents to:

- directly accuse a child that they do not have responsibility for, of an offence
- discipline or chastise students who are not their child
- initiate online communication with students who are not their child
- make recordings of children, other than their own
- take photos of other children or post images of other children online, other than their own, without the express permission of the child's parent/guardian
- post comments or speak about students publicly
- encourage their child to bully, harass, exclude, criticise or become physical with other students.

There are families who, for various legal and personal reasons, have not given the College permission for their child to be photographed, filmed or have their image published. Posting photos or recordings of other children can have legal ramifications, put a child at risk and have a detrimental impact on their safety and wellbeing.

8. DISCUSSING COLLEGE MATTERS ON SOCIAL MEDIA AND OTHER PUBLIC FORUMS

Social media and other public forums should not be used to criticise or denigrate the College, students or others in the school community or spread untruths. Concerns should be raised through the appropriate channels in accordance with both the College's Complaints Policy and Privacy Policy. The College reserves the right to request any material publicly posted about students, staff, parents or the College that is inappropriate, inaccurate, confrontational, critical, offensive or disrespectful to be taken down.

9. DISCIPLINE

The College expects students to comply with its policies and rules and not engage in behaviour which is harmful to others or is contrary to the ethos and philosophy of the College. Parents are expected to support the College on disciplinary matters and not do anything which undermines its authority. All disciplinary matters will be dealt with in accordance with relevant College policies and procedures. While parents will be informed, and while the College is happy to meet with parents, the College will determine the consequence and will not engage in debate about the appropriateness of the consequence. The College will only discuss consequences relating to their child, it will not discuss consequences relating to other students.

10. DIVERSE FAMILY STRUCTURES

The College is aware that some students have diverse family structures. Dominic College is committed to taking all reasonable steps to ensure that communication with parents is conducted in a sensitive, respectful, equitable and just manner. The provision of personal student information and communications with parents is determined by:

- who signed the Enrolment Acceptance for the student
- parental responsibility
- any legal requirements (e.g. Court Orders)
- any agreed family arrangements
- the College's Privacy Policy
- the Commonwealth Privacy Act

Signing the Enrolment Acceptance creates the contractual relationship between the College and a student's parents. Families have a responsibility to keep the College up to date and informed of any matters that impact on our communication arrangements or on our contractual or legal obligations. Accordingly:

- Families should not attempt to involve the College in any family dispute that may arise. The College is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to take any action, which is designed to favour or disadvantage one party over the other.
- The College will observe any orders made by a court in relation to a student.
- The College will not act as an intermediary between parents, broker arrangements or negotiate matters on their behalf.
- The College expects parents to communicate with each other regarding their child's education and associated arrangements (except where a Court Order prohibits this) and to act in the best interests of their child.

11. RAISING CONCERNS AND COMPLAINTS

It is preferred that individuals follow the Communication Chart on the College website in the first instance if they wish to raise any concerns. If the matter is unable to be resolved according to the steps in the Communication Chart, individuals should refer to the Complaints Policy on the College website. All complaints will be managed in accordance with this policy.

Dominic College is owned and governed by the Salesians of Don Bosco. As such, Catholic Education Tasmania/Tasmanian Catholic Education Office do not deal with complaints concerning Dominic College. The Department of Education does not deal with complaints concerning Catholic schools.

12. FAILURE TO OBSERVE THIS CODE OF CONDUCT

If a parent fails to observe this Code of Conduct, and after being warned about a breach, the College may:

- restrict access to staff
- restrict communications with staff including the type and method of communication
- restrict or ban access to school premises, facilities or events
- refer matters to police or other relevant authority
- discontinue their child's enrolment

Related Documents

This Code of Conduct is not a standalone document and should be read in conjunction with the related documents referred to on the title page of this policy and which are available on the College website.