

DSM Policy

Parent Code of Conduct

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



1. Overview

Deutsche Schule Melbourne (the School) helps students to realise their individual potential and become creative and confident participants in the global community. DSM is committed to ensuring a safe and harmonious environment of learning and community.

Policies on behaviour provide a framework on which to build a secure, happy and orderly environment for the enjoyment and benefit of each student. All members of the School community are encouraged to accept responsibility for their own actions, consider their behaviour towards others, and respect authority. The School community's expectations about standards of behaviour are drawn from the ethos on which the School is founded.

2. Introduction

DSM is committed to ensuring a safe, inclusive and harmonious environment of learning and community. The School aims to provide an open and welcoming environment for everyone that is free from racism or discriminatory behaviour. The School believes that all members of the School Community play a valuable role in the life of the School including sharing our responsibility in protecting our students from abuse or harm.

3. Purpose

The purpose of this Code of Conduct is to ensure that all members of the School Community treat and interact with each other in ways that demonstrate respect for themselves and others, and uphold the School's Compass Values.

This Code of Conduct is intended to provide a set of general principles and guidelines to guide community members in their interaction with staff, students, parents and the wider School Community.

The Code is written in line with the School's values and strategic directions. This Code of Conduct further supports the School's compliance with Ministerial Order 1359 addressing the below standards in particular:

- 1.1 Child Safe Standard 1: To establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.-
- 1.2 Child Safe Standard 2:—Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- 1.3 Child Safe Standard 5: Equity is upheld and diverse needs respected in policy and practice.
- 1.4 Child Safe Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

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- 1.5 Child Safe Standard 11: Policies and procedures document how the organisation is safe for children and young people.

4. Scope

This Policy applies to all members of the School Community: parents and family members of students, guardians, and also to past staff and family and friends of past students. It applies to both in person and online interactions.

For the purpose of this Policy, 'School Community' also includes the Principal, staff, employees, contractors, board members, coaches, students, parents, guardians, relatives, friends, supporters, carers, visitors and invitees of the School, when in the School environment or when attending any School related event or activity at another location such as an excursion or camp.

5. Values

The School is a place of learning for students and the empowerment and rights of the student are first and foremost when educating and developing the student. The School values respect, trust, kindness, honesty and patience.

6. When visiting the School

- 6.1 Parents and School Community members must:
- (a) comply with all child safety and wellbeing policies and procedures in place at the School;
 - (b) comply with relevant legal obligations under the legislation and any court order;
 - (c) only enter a classroom with permission from a staff member;
 - (d) listen respectfully, in the same manner required by students and staff, when attending any kind of School assembly, presentation, class event, or public meeting;
 - (e) treat all parents, staff, contractors, volunteers, students, and visitors to the School with courtesy and respect; and
 - (f) accept the authority of the teacher (or teachers) when visiting a classroom;
 - (g) comply with any reasonable direction given by a staff member of the School.

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- 6.2 Parents and School Community members must not:
- (a) interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
 - (b) discipline or reprimand a child about their behaviour if that child is not their own child;
 - (c) bully or harass parents, staff, contractors, volunteers, students, and visitors to the School;
 - (d) participate in ethnic or racial discrimination
 - (e) take a photo or video recording of a child if that child is not their own child, unless the parent of the child is present at the time and consents to the photo or video recording being taken; and
 - (f) attend the School whilst under the influence of drugs or alcohol.
 - (g) ignore any inappropriate behaviour by other members of the School Community including racism or any behaviour causing a child or young person harm

7. When communicating with staff, contractors and volunteers

- 7.1 All staff, contractors and volunteers are entitled to a safe and enjoyable work environment.
- 7.2 If a parent and/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.
- 7.3 In order to most effectively discuss a particular query or concern, parents and School Community members wishing to speak to a staff member, contractor, or volunteer (either in person or over the phone) must make an appointment in advance.
- 7.4 The School's priority is the safety and wellbeing of the students. Whilst the School will comply with court orders which bind the School, parents who have separated should have no expectation that the School will assist in relation to any family law dispute or "police" court orders on behalf of parents.
- 7.5 Parents and School Community members must:
- (a) speak to staff, contractors, and volunteers with courtesy and respect;
 - (b) communicate with staff, contractors, and volunteers in a clear, friendly and open manner;

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- (c) respect staff decisions and follow their directions; and
- (d) respect the privacy of staff, contractors, and volunteers.
- (e) report any allegations, suspicions or disclosures of child abuse or harm as soon as possible to the relevant authorities and School Principal

7.6 Parents and School Community members must not:

- (a) use or distribute School contact lists other than as permitted (including for commercial purposes);
- (b) raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak;
- (c) use profane, insulting, harassing, aggressive, discriminatory, racist or otherwise offensive language;
- (d) speak to staff, contractors, or volunteers in a derogatory or offensive manner;
- (e) take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;
- (f) post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;
- (g) attempt to contact staff members at their home or through use of their personal phone number, unless the staff member has permitted such contact;
- (h) assault (sexually or physically) a staff member, contractor or volunteer; or
- (i) intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

8. When communicating with other members of the School Community:

8.1 Parents and School Community members must:

- (a) speak to others with courtesy and respect;
- (b) contribute to a positive and friendly culture within the School Community;
- (c) support and encourage the values, activities and ethos of the School; and
- (d) respect the privacy of others.

8.2 Parents and School Community members must not:

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- (a) raise their voice when speaking to others;
- (b) use profane, insulting, harassing, aggressive, discriminatory, racist or otherwise offensive language;
- (c) deliberately exclude others or purposely treat some members of the School Community differently from others;
- (d) speak to others in a derogatory or offensive manner;
- (e) take a photo or video recording of another person without their consent;
- (f) post a photo or video recording of another person on social media without consent;
- (g) post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent or legal guardian beforehand;
- (h) intimidate, undermine, threaten, bully or harass others;
- (i) attempt to manage the behaviour of any student other than their own; or
- (j) disclose the personal details of others to another person without consent.

9. When engaging online or using social media

- 9.1 Parents and School Community members recognise the potential for damage and financial loss to be caused, directly or indirectly, to the School and others as a result of their personal use of social media especially in circumstances when they can be identified as a parent and/or guardian of the School.
- 9.2 When using social media, parents and School Community members must:
- (a) respect a person's professional and personal environment and must not harass other people online;
 - (b) act with integrity;
 - (c) make reasonable efforts to ensure that their children comply with the School's ICT Policy and Student User Agreements;
 - (d) be respectful to staff, contractors, volunteers, other parents, and/or students; and
 - (e) never reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and/or students at the School.

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- 9.3 Parents and School Community members must not post on social media defamatory, offensive, sexually inappropriate, racist, discriminatory or other material that may damage the reputation of the School or the School Community. Parents understand that the School may remove posts on social media that breach this requirement.

10. When making a complaint

- 10.1 Parents and School Community members have the right to raise issues and concerns related to the education of their child or other matters relating to the School.
- 10.2 Parents and School Community members should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to our policies and procedures including the School's Grievance Procedure.
- 10.3 When making a complaint to the School, parents and School Community members are required to act in a manner consistent with this Code of Conduct.

11. Consequences of a breach

- 11.1 Any parent and/or guardian, student, staff member, contractor or volunteer may notify the Principal or Business Manager of a possible breach of this Code of Conduct.
- 11.2 The Principal or their representative will investigate the complaint to determine whether there has been a breach of this Code of Conduct.
- 11.3 If satisfied that a breach has occurred, the Principal, the Board or their representative may implement disciplinary action against the respondent such as a warning, requirement to attend meeting, direction to provide an apology, direction not to enter School grounds for a period of time, exclusion from the School and school activities or termination of enrolment, (or employment, where the person breaching this Policy is a staff member). The Principal may use a School Community Safety Order to implement the mentioned action/s.
- 11.4 If a parent is unhappy in the application of this Code, they should raise the issue in accordance with the procedure set out in the School's Complaints and Grievances Policy.

12. Monitoring and review

A review of this Policy shall be conducted every two years.

The Board will be responsible for ensuring that this Policy is reviewed and updated.

Updated September 2023