Josiah COLLEGE

TO NURTURE - TO FLOURISH

Parent Code of Conduct Policy 2022

JOSIAH COLLEGE
PARENT CODE OF CONDUCT POLICY

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WELCOME AND PURPOSE OF THE PARENT CODE OF CONDUCT POLICY

Josiah College (the College) is committed to ensuring a safe and harmonious environment of learning and community. The College aims to provide an open, welcoming and safe environment for everyone. The College believes that all members of the College Community play a valuable role in the life of the College.

The purpose of this Code of Conduct is to ensure that all members of the College Community treat and interactwith each other in ways that demonstrate respect for themselves and others and uphold the College'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 College Community.

This Policy applies to all members of the College community: parents, carers, guardians and family members of students. It applies to both in person and online interactions.

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ABOUT JOSIAH COLLEGE

The College is a place of learning for students and the rights of the student are first and foremost when educating and developing the student.

OUR VALUES

The College is committed to:

a. Our Compass values of Faith, Hope, Wisdom, Compassion, Self-Control, Courage, Integrity, and Justice.
b. The wellbeing of each student being of fundamental importance.
c. The provision of a safe and secure environment for students and staff.
d. Providing an open, welcoming environment where everyone is valued and respected.
e. Encouraging parents, guardians, volunteers, and community members to support and participate in the life of the College.

RELATED JOSIAH COLLEGE DOCUMENTS AND POLICIES

a. Formal Complaints Policy
b. Photographing Students Caution
c. Privacy Policy
d. Student Enrolment Contract

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.

PARENT CODE OF CONDUCT PROCEDURES

WHEN VISITING THE COLLEGE

1. Parents and College Community members must:
   a. Comply with all safety policies and procedures in place at the College;
   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 College assembly, presentation, class event, or public meeting;
   e. Treat all parents, staff, contractors, volunteers, students, and visitors to the College with courtesy and respect; and
   f. Accept the authority of the teacher (or teachers) when visiting a classroom and comply with any reasonable direction.

2. Parents and College 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 College;
   d. 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
   e. Attend the College whilst under the influence of drugs or alcohol.

WHEN COMMUNICATING WITH STAFF, CONTRACTORS AND VOLUNTEERS

1. All staff, contractors and volunteers are entitled to a safe and enjoyable work environment.
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.
3. In order to most effectively discuss a particular query or concern, parents and College 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.
4. The College's priority is the wellbeing of the students. Whilst the College will comply with court orders which bind the College, parents who have separated should have no expectation that the College will cooperate in relation to any family law dispute or "police" court orders on behalf of parents.
5. Parents and College 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;
   c. Respect staff decisions and follow their directions; and
   d. Respect the privacy of staff, contractors, and volunteers.
6. Parents and College Community members must not:
   a. Raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak;
   b. Use profane, insulting, harassing, aggressive or otherwise offensive language;
   c. Speak to staff, contractors, or volunteers in a derogatory or offensive manner;
   d. Take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;
   e. Post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;

f. Assault (sexually or physically) a staff member, contractor or volunteer; or
g. Intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

WHEN COMMUNICATING WITH OTHER MEMBERS OF THE COLLEGE COMMUNITY

1. Parents and College Community members must:
   a. Speak to others with courtesy and respect;
   b. Contribute to a positive and friendly culture within the College Community;
   c. Support and encourage the values, activities and ethos of the College; and
   d. Respect the privacy of others.
2. Parents and College Community members must not:
   a. Raise their voice when speaking to others;
   b. Use profane, insulting, harassing, aggressive or otherwise offensive language;
   c. Deliberately exclude others or purposely treat some members of the College 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.

WHEN USING SOCIAL MEDIA

1. Parents and College Community members recognise the potential for damage to be caused, directly or indirectly, to the College 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 College.
2. When using social media, parents and College 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 they and their children comply with the College's ICT – Student Acceptable Use Policy;
   d. Be respectful to staff, contractors, volunteers, other parents, and/or students; and
   e. Never reveal confidential information relating to the College, staff members, contractors, volunteers, other parents, and/or students at the College.
   f. Not commence any social media "page" or "group" which uses the Josiah College name or any part of the name, or implies association with Josiah College unless it is set up with the express permission of the Principal or their nominee, and one of the administrators for the "page" or "group" is (and remains) an Josiah College Staff member nominated by the Principal or their nominee.
3. Parents and College Community members must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College. Parents understand that the College may remove posts on social media that breach these requirements.

WHEN MAKING A COMPLAINT

1. Parents guardians and carers have the right to raise issues and concerns related to the education of their child or other matters relating to the College.
2. Parents guardians and carers 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 College's Formal Complaints Policy.
3. When making a complaint to the College, Parents guardians and carers are required to act in a manner consistent with this Code of Conduct.

CONSEQUENCES OF A BREACH

1. Any parent, guardian, carer, student, staff member, contractor or volunteer may notify the Principal of a possible breach of this Code of Conduct.
2. The Principal or their representative will investigate the complaint to determine whether there has been a breach of this Code of Conduct. If satisfied that a breach has occurred, the Principal 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 College grounds for a period of time, or termination of enrolment.