

Title	Parent & Guardian Code of Conduct		
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1 Purpose

Communicare Academy is committed to providing a safe and secure learning environment for both students and staff. This Parent/Guardian Code of Conduct is designed to support that commitment by outlaying the Academy's expectation of parents/guardians and their behaviour towards the school, students, and staff.

2 Scope

This Code of Conduct applies to all adults including parents and guardians, step-parents, grandparents, extended family, and any other person on the school premises, engaging in school related activities, attending school events, or in any other way interacting with Communicare Academy.

3 Policy

The Academy **MUST** always remain a safe and secure learning space for our students and this will always be our top priority. To keep the school a safe and secure learning environment our staff need to also feel safe and supported. Our staff cannot teach and support your child if they feel threatened or intimidated.

To ensure parents/guardians are able to assist us in our goals we have developed a parent/guardian Code of Conduct. It is important that all parents/guardians always comply with this Code of Conduct to keep our school is a safe and successful learning environment.

3.1 General Conduct

Parents and guardians agree to:

- Comply with all Academy policies and procedures
- Not behave in ways that a reasonable person would consider to be offensive, intimidating, humiliating, aggressive, threatening, or abusive
- Treat all staff members with respect
- Treat other students and parents/guardians with respect
- Show an active interest in their child's schoolwork and progress
- Be available to communication with the school regarding their child's wellbeing during the day
- Work with the school staff to support their child and address areas of concern
- Communicate with the Administration and Enrolments Officers regarding their child's absences
- Comply with all safety and emergency procedures implemented by the school and in the event of an emergency, whilst on school grounds, follow the instructions given by any member of school staff
- Engage in appropriate social media conduct regarding the school; not filming or photographing students

3.2 Parent/Guardian Rights

- To be treated with respect, professionalism, care, and courtesy by staff, students, and other parents/guardians.
- To be listened to, and clearly communicated with, by the school in regard to your child's education and development.
- To have confidentiality over sensitive issues respected by staff.
- To have a timely response to concerns raised.

3.3 Parent/Guardian Responsibilities

- Do not approach another student to discuss or discipline them because of actions towards your own child.
- Respect the reputation of the staff and other students at the school. Be mindful of communications, especially the tone of emails and postings on social media.
- Communicate any concerns in a constructive, appropriate, and polite manner.
- Follow the correct procedures to resolve a grievance or conflict. This policy is available on our website or in hard copy upon request.
- Assist the school with its goals of encouraging an inclusive community by adopting an inclusive approach at any school event.

3.4 Complaints and Feedback

The Academy has a *Concerns, Complaints, and Disputes Policy* which outlines the Academy's handling of any concern, complaint, or dispute that a parent/guardian or student may have.

3.5 Child Protection Concerns

Parents/Guardians are encouraged to discuss any concerns about the health, safety, and wellbeing of our students with the Principal.

Should a parent/guardian have concerns or complaints regarding sexual abuse by a staff member towards a child or previous student of the Academy they should in the first instance contact the police.

3.6 Breach of Code of Conduct

The consequences for breaching this Code of Conduct will be determined by the Principal and may include:

- A first and final warning, meeting and subsequent letter being issued to inform the relevant person/s of the outcome and that another breach of the Code of Conduct will not be tolerated.
- A banning from being on school grounds or attending any school related activity.
- A direction, in the case of a parent/guardian, that they may only communicate with members of staff through a specified school representative.
- Police response being requested.
- A restraining order being sought against the relevant person through the legal system.
- The Academy may take such other steps as it may in its reasonable discretion, determined appropriate, according to the nature of the breach.

Fundamental to the enrolment of the students at the Academy is that at all times, there is a relationship of trust, confidence and cooperation between the parents and guardians of the student, and the school. If the Academy determines that the relationship is irretrievably broken down and that there is no

reasonable prospect of restoring the relationship, the Academy may terminate the enrolment of the student at the school.

4 Responsibilities

Principal	<ul style="list-style-type: none"> Ensuring staff are communicating effectively with parents/guardians Ensuring the <i>Concerns, Complaints, and Disputes Policy</i> is followed, and systems are in place to manage this
Staff	<ul style="list-style-type: none"> Complying with all policies and procedures Ensuring they communicate effectively with parents/guardians and focus on positive engagement as much as possible
Parents/Guardians	<ul style="list-style-type: none"> Following this Code of Conduct and guidelines of behaviour Communicating with the school regarding their child's behaviour, welfare, and learning Treating staff and other students, parents, and guardians with respect.

5 Related Documents/Legislation

CA-POL-0008	Child Protection Policy
CA-POL-0012	Concerns, Complaints, and Disputes Policy
CA-PRO-0005	Emergency Response Procedures
CA-POL-0021	Enrolment Policy
CA-POL-0046	Family Law Policy
CA-POL-0030	Mandatory Reporting of Child Sexual Abuse Policy
CA-POL-0033	Occupational Health and Safety Policy
CA-POL-0053	Pastoral Care Policy
CA-PRO-0001	Removal of Student Procedure
	School Education Act 1999
	School Education Regulations 2000
CA-POL-0048	Social Media Policy
CA-POL-0039	Weapons Policy
HR-GUD-0001	Code of Conduct Principles

6 Appendices

Appendix A – Guidelines – Standards of Behaviour

7 Document Governance

Prepared by:	Rebecca Morse	Head of Teaching	02/05/2023
Approved for use by:	Matthew Borgward	Principal	25/08/2023
Second Approver (if required)	[Second Approver]		
Date endorsed by the Board (only applicable to certain policies):			
Summary of change from last revision (n/a if first time issued):			

Guidelines – Standards of Behaviour

The following dot points contain examples of general expectations as outlined by the parent/guardian Code of Conduct.

Communication

- Always talk respectfully with staff, no raised voices, swearing, threatening language.
- If you are not happy with a staff member you are encouraged to raise it politely with the Principal.
- Listen to your child but remember that some events may have been interpreted differently by all parties.
- Not take a photo or video recording of another student or parent without their consent.
- Guidance and management of students at School is the responsibility of staff and therefore any matters or concerns related to managing students' behaviour should be referred to staff immediately.
- Not use social media to air issues with the school or to interact with or post communications about other students at the school.
- Not smoking on school grounds or within 10 metres of the school entrances

Relationships

- Understand the importance of healthy parent/teacher/child relationship and communicate any concerns in a constructive, appropriate, and polite manner.
- Parents and guardians should not approach or interact with the children of other parents without their permission.
- Do not discuss any grievances in front of your children regarding the School.
- Demonstrate that both parents and teachers work together for the benefit of the child.
- Listen to your child but remember that a different 'reality' may possibly exist elsewhere.
- Refrain from actions and behaviour that constitutes harassment or discrimination, including inappropriate use of social media within the School Community.

School Policies

- Support the school's policies and acknowledge that the Principal is responsible for implemented the policies.
- Comply with all relevant policies and procedures of the school.

Conflict Management

- Seek staff assistance, if necessary, to resolve conflict peacefully.
- Work with the School to deal promptly with areas of concern.
- Accept staff decisions and follow their directions. Speak with the staff member if there is a problem complying with any directions.