



PARENT CODE OF CONDUCT

This policy was last updated in January 2018.

1. INTRODUCTION

- 1.1 At Donvale Christian College (“the College”) we aim to provide a Christ-centred, welcoming and safe environment for all members of our community.
- 1.2 Part of the College’s core values are:
 - We love each other with support and compassion. We love our neighbour as ourselves.
 - We forgive gracefully. We speak truthfully. We respect each other. We are committed to serving Christ.
 - We care for those in our community in need. We avoid gossip. We encourage each other.
- 1.3 This Parent Code of Conduct applies to persons, over the age of 18 years, who are either:
 - a) a person named in the Enrolment Terms and Conditions as the parent or guardian of a student currently enrolled at the College; or
 - b) a family member or friend of a student enrolled at the College and participating in the activities of the College.

For simplicity all persons covered by the Parent Code of Conduct will be referred to as “Parents”.

- 1.4 The College expects Parents to support and accept the College’s Statement of Biblical Principles and that such values and beliefs will be affirmed within their household and concerning the student.
- 1.5 We believe that Parents are valuable contributors in our community and we aim to work in partnership with Parents in the care and development of each student.
- 1.6 This Parent Code of Conduct outlines the way in which the College requires Parents to conduct themselves when visiting the College campus, participating in College activities and communicating with members of our community (including students, staff and other Parents).

2. WHEN VISITING THE COLLEGE

- 2.1 Parents are required to:

- comply with all safety policies and procedures in place at the College;
- comply with the Child Protection policies of the College;
- only enter a classroom or attend a school related activity with permission from a staff member;
- listen respectfully when attending any kind of College assembly, activity, presentation, class event, or public meeting; and
- treat others with courtesy and respect.

2.2 Parents must not:

- use verbal or physical violence of any kind at any time;
- disparage the College's Christian teaching or act otherwise in a manner which is disrespectful or contradictory to the College's Christian beliefs;
- interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- bully or harass other people;
- 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; or
- attend the College whilst intoxicated on illicit drugs or alcohol.

3. WHEN COMMUNICATING WITH STAFF, CONTRACTORS AND VOLUNTEERS

- 3.1 All staff, contractors and volunteers of the College are entitled to a safe and enjoyable work environment.
- 3.2 In order to most effectively discuss a particular query or concern, Parents wishing to speak to a staff member, contractor, or volunteer (either in person or over the phone) are encouraged to make an appointment in advance.
- 3.3 Whilst the College will make reasonable attempts to comply with a court order, the College's priority is the wellbeing of the students and will only comply with court orders to the extent necessary. The College prefers not to become involved in family law proceedings.
- 3.4 Parents are required to:
- treat staff, contractors, and volunteers with courtesy and respect;
 - communicate with staff, contractors, and volunteers in a clear, friendly and open manner; and
 - respect the privacy of staff, contractors, and volunteers.
- 3.5 Parents must not:
- take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;
 - post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;

- assault (sexually or physically) a staff member, contractor or volunteer; or
- intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

4. WHEN COMMUNICATING WITH OTHER STUDENTS AND PARENTS

4.1 Parents are required to:

- speak to other students and parents with courtesy and respect;
- contribute to a Christian, positive and friendly culture within the College community;
- support and encourage the values, activities and beliefs of the College; and
- respect the privacy of other students and parents.

4.2 Parents must not:

- use verbal or physical violence of any kind at any time;
- raise their voice when speaking to other students and parents;
- speak to other students or parents in a derogatory or offensive manner;
- take a photo or video recording of another student or parent without their consent;
- post a photo or video recording of another student or parent on social media without consent;
- 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 beforehand;
- intimidate, undermine, threaten, bully or harass other students or parents; or
- disclose the personal details of a student or parent to another person without consent.

5. WHEN USING SOCIAL MEDIA

5.1 Parents 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 of the College.

5.2 When using social media, Parents must:

- respect a person's professional and personal environment and must not harass other people online;
- not use social media to voice grievances about the College;
- make reasonable efforts to ensure that their children comply with the College's Technology and Device Acceptable Use Policy;
- be respectful to staff, contractors, volunteers, other parents, and/or students; and
- never reveal confidential information relating to the College, staff members, contractors, volunteers, other parents, and/or students at the College.

5.3 Parents must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College. This includes not

disparaging the College's Christian teaching or acting otherwise in a manner which is disrespectful or contradictory to the College's Christian beliefs.

6. WHEN MAKING A COMPLAINT

- 6.1 Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the College.
- 6.2 Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to the College's policies and procedures (including the College's Grievance Policy).

7. CONSEQUENCES OF A BREACH

- 7.1 Any person may notify the Executive Principal of a possible breach of the Parent Code of Conduct.
- 7.2 The Executive Principal or their representative will investigate the complaint to determine whether there has been a breach of the Parent Code of Conduct or other policy.
- 7.3 If satisfied that a breach has occurred, the Executive Principal (or their representative) may implement disciplinary action against the respondent such as a warning, direction to provide an apology, direction not to enter College grounds for a period of time, or termination of enrolment.
- 7.4 At the conclusion of the investigation, the Executive Principal will notify the Board Chair of the details of the complaint and the action taken.

8. RELATED POLICIES AND PROCEDURES

- 8.1 Privacy Policy;
- 8.2 Enrolment Agreement;
- 8.3 Grievance Policy.