

# Lowther Hall

ANGLICAN GRAMMAR SCHOOL

*All about the girl*

# Code of Conduct (Parents and Community Members)

Date of last review:

Review cycle:

Review and approval responsibility:

Category:

VRQA required:

Locations:

2024

3 yearly

Executive & School Council

Community

Yes

O Drive, LowtherLink, Website;

BoardPro



# CODE OF CONDUCT (PARENTS & COMMUNITY MEMBERS)

## 1. CONTEXT AND PURPOSE

Lowther Hall Anglican Grammar School is a school for girls from Kindergarten to Year 12. It is a diverse, open-entry school where students are well known and well catered for from their very first day and it seeks to educate the whole person, helping each girl to develop personal qualities and values that will equip her for a happy and successful adult life. All teachers, support staff and student leaders work towards realising this goal of providing a holistic educational experience for every girl.

We recognise that parents are valuable members of our community and we aim to work in partnership with parents in the care and growth of each student.

Within this context, shared values and an understanding of expected behaviours can enable us as a community to work and live together in pursuit of shared goals. Therefore, this Parent and Community Members Code of Conduct outlines the way in which the School requires parents to conduct themselves when visiting the School campus, participating in School activities and communicating with members of the Lowther Hall community (including students, staff and other parents), and includes consequences for breach of the Code. All parents and caregivers are expected to familiarise themselves with the Code of Conduct, and to abide by it.

The Code is supported by the School's policies and procedures and underpinned by the School's Values Statement. It is built on 6 principles:

- We treat others with respect, celebrate diversity and strive to create a safe environment
- We value child safety highly and have zero tolerance for child abuse
- We respect and maintain confidentiality and privacy of members of the School community
- We value the School's reputation
- We comply with the requirements of the law, this Code and the School's policies and procedures
- We seek to avoid and manage conflicts of interest

## 2. DEFINITIONS

Community member means any parent, guardian, step-parent, grandparent, account payer, any adult or family member or caregiver of a student at Lowther Hall Anglican Grammar School.

## 3. SCOPE

The Code of Conduct applies to all parents and caregivers, as defined in this document.

In the event that a parent is participating in an activity as a volunteer within the School, they must also abide by relevant sections of the Staff Code of Conduct.

The Code of Conduct applies whenever an individual would reasonably be expected to be identified as a member of the Lowther Hall community. This may include occasions outside school hours and off-campus, including online activities.

## 4. GENERAL EXPECTATIONS

The general expectations are that parents and community members will:

- accept and abide by the requirements and directions of the School Council and the Principal relating to the student or students generally
- not interfere in any way with conduct, management and administration of the School.
- support and encourage the values, activities and ethos of the School,
- read and understand the policies of and other communications from the School.
- co-operate with the School management in the application of discipline and observance with respect to school rules and policies in relation to their child.
- provide appropriate adult supervision at events involving Lowther Hall students.

## **5. ETHICAL CONDUCT AT SCHOOL EVENTS**

- 5.1 Parents play a key role in the education of their children and should act in the best interest of students, their families, staff, and the School community.
- 5.2 When attending the School or any School-related event, it is expected that, as role models, parents will:
  - 5.2.1 be cognisant of occupational health and safety concerns;
  - 5.2.2 not possess alcohol on school grounds, unless in relation to an event at which alcohol has been sanctioned by the School;
  - 5.2.3 never possess illicit drugs on school grounds;
  - 5.2.4 not attend the School or school events if affected by alcohol or other intoxicants;
  - 5.2.5 show proper care and regard for School property and the property of others
  - 5.2.6 not smoke on school grounds or within four meters of any entrance.

## **6. COMMUNICATION AND INTERACTION WITH STAFF, OTHER PARENTS AND STUDENTS**

- 6.1 Written and spoken communication to anyone in the School community should be courteous and respectful.
- 6.2 When communicating, it is expected that parents and community members will:
  - 6.2.1 interact civilly with staff, students and other parents at all times.
  - 6.2.2 not use abusive language or expletives.
  - 6.2.3 refrain from engaging in malicious or judgemental gossip (either directly or online) and ensure that anything they say about others is fair and truthful.
  - 6.2.4 refrain from actions and behaviour that constitutes bullying, harassment, discrimination or vilification as defined by law and the Bullying Prevention Policy.
  - 6.2.5 refrain from offensive, insulting or derogatory language or conduct. This includes wearing clothing with offensive words or insignias when on school grounds or at school events.
  - 6.2.6 not raise their voice, insult or engage in violent behaviour to anyone on school grounds or at any school-related events or when interacting with other members of the School community;
  - 6.2.7 ensure that physical contact with students is appropriate given the age of and relationship with the student such that questions of impropriety do not arise;
  - 6.2.8 not discipline or raise their voice or get involved in verbal altercations with another parent or child or staff member under any circumstances;
  - 6.2.9 advise the School of areas of potential conflict, such as parenting and family court orders in accordance with relevant laws.
  - 6.2.10 refrain from engaging in discussion with other community members which casts doubt on the integrity of school processes in relation to student elections, casting decisions, presentation opportunities and team selections and raise any such concerns directly with the School about such processes.
- 6.3 Community members must respect the privacy of other students, parents, staff, contractors and volunteers in the School community.

- 6.4 The School expects parents to behave lawfully on school grounds and observe the terms of any order, obligation or undertaking they may be subject to.
- 6.5 When communicating with staff, parents and community members should be respectful of the rights of staff to have personal time. They should expect that communications will be responded to:
- within 48 hours during the School term (or 48 hours after their next work day if they are a part-time staff member).
  - on weekdays – not on weekends.
  - not during school holidays.
- 6.6 Parents and community members needing to contact a staff member urgently outside school hours should do so via the School switchboard or by emailing the appropriate Head of School or the Principal.
- 6.7 When parents or community members see staff outside the school context, they should not expect to engage in school related conversation.
- 6.8 It is expected that parents and community members make an appointment to see a staff member in order to discuss a matter, rather than arriving unannounced.
- 6.9 Parents and community members should refrain from seeking to secure favourable treatment for their child or family through the bestowing of gifts.

## **7. USE OF SOCIAL MEDIA**

- 7.1 Despite the range of positive uses of social media, there are a number of ethical and legal issues associated with its use, which can be directly or indirectly damaging to the School and others.
- 7.2 Parents are expected to abide by the law and the expectations of parents as set out in Sections 7.3 and 7.4.
- 7.3 Parents and community members must not:
- 7.3.1 take a photo or video recording of staff, a student or another parent without their consent;
  - 7.3.2 post a photo or video recording of staff, a student or another parent on social media without their consent;
  - 7.3.3 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;
  - 7.3.4 post photographs of students in school uniform representing the School and its students if they have the potential to bring the School and its staff and students into disrepute;
  - 7.3.5 disclose the personal details of staff, a student or parent to another person without consent.
- 7.4 When using social media, parents and community members are expected:
- 7.4.1 not to discuss or mention the School, its staff or any members of the School community in a negative or defamatory way;
  - 7.4.2 to be respectful to staff, contractors, volunteers, other parents, and/or students;
  - 7.4.3 not to use it as a means to voice grievances about the School;
  - 7.4.4 to make reasonable efforts to ensure that their children comply with the School's Information Technology Acceptable Use Policy and Social Media and Networking Policy;

- 7.4.5 never to disclose any confidential information of parents, staff, contractors, volunteers, and/or students to third parties without the individual's express consent;
- 7.4.6 not to make contact with students (other than their own) using any form of social media without the express consent of the student's parents; and
- 7.4.7 never to post sexually inappropriate or other material
- 7.4.8 never to post material that may damage the reputation of the School.

## **8. PROCESS FOR MAKING A COMPLAINT IN RELATION TO THIS CODE OF CONDUCT**

- 8.1 The School takes seriously any issues that are brought to its attention. If an individual expresses their concerns to the School, they can expect to be treated with courtesy and respect in order to try to resolve the matter.
- 8.2 As a general guide, minor issues may be raised with the child's teacher or coordinator. Cases of more serious inappropriate conduct or misconduct by community members ought to be directed to the relevant Head of School or the Principal.
- 8.3 Each situation will be considered individually in accordance with the School's Complaints Resolution Policies.

## **9. CONSEQUENCES OF A BREACH OF THIS CODE OF CONDUCT**

- 9.1 In cases where a parent does not act in accordance with this Parent and Community Members Code of Conduct in person, in or outside of the school grounds, during a phone call, via email or through another media platform with a member of staff, the staff member may take one of the following actions:
  - 9.1.1 request that the parent cease their inappropriate communication in order to allow appropriate communication to proceed;
  - 9.1.2 inform the parent that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion;
  - 9.1.3 request another staff member be present for the remainder of the meeting, if deemed necessary to proceed; and/or
  - 9.1.4 lodge a complaint against the offending parent in accordance with the School's Complaints Policy.
- 9.2 With these guidelines in place it is hoped that parents can appropriately direct their concerns and contribute to a harmonious School community that reflects the School's values.
- 9.3 The consequences for breaches of this Parents and Community Members Code of Conduct will be determined by the Principal and may include the following:
  - 9.3.1 The School may ban a parent from entry to school grounds or from attending school-related co-curricular activities or other events.
  - 9.3.2 The School may direct that a parent may only communicate with members of staff through a nominated School representative.
  - 9.3.3 A parent being asked to remove posts from social media or to stop using social media to communicate about the School.
  - 9.3.4 In cases of extreme or prolonged breach of this Parents and Community Members Code of Conduct by a parent, the School may terminate the enrolment of the child/ren of that parent, as determined by the Principal.
  - 9.3.5 The School, where appropriate, may involve other authorities.

- 9.3.6 The School may take such other steps as it deems appropriate according to the nature of the breach.

## **10. RELATED DOCUMENTS**

- Acceptable Use of Information Technology Policy
- Code of Conduct (Staff and volunteers)
- Complaints Resolution Policy
- Enrolment Contract
- Privacy Policy
- Child safe standards and Mandatory Reporting Policy

## **11. COMMUNICATION OF THE POLICY**

The School will communicate the Code of Conduct (parents and community members) to all parents on enrolment and via the website and to all parents every 3 years via LowtherLink.