




<b>POLICY</b>	 <b>SPW</b> EARLY LEARNING AND PRIMARY EDUCATION
Title: <b>Code of Conduct - Parents</b>	
Authorised by: <b>Principal</b> No.: <b>PRIN-54</b> Issue Date: <b>August 2020</b> Last Reviewed: <b>August 2020</b> Next Review Date: <b>April 2023</b>	<b>Page Number: 1 of 10</b>

# Parental Code of Conduct Policy

<b>POLICY</b>	
Title: <b>Code of Conduct - Parents</b>	
Authorised by: <b>Principal</b>	<b>Page Number: 2 of 10</b>
No.: <b>PRIN-54</b>	
Issue Date: <b>August 2020</b>	
Last Reviewed: <b>August 2020</b>	
Next Review Date: <b>April 2023</b>	

## Contents

<b>1</b>	<b>Introduction</b> .....	<b>3</b>
<b>2</b>	<b>Purpose</b> .....	<b>3</b>
<b>3</b>	<b>Objectives</b> .....	<b>3</b>
<b>4</b>	<b>School Values and Positive Role Modelling</b> .....	<b>3</b>
<b>5</b>	<b>Respectful Behaviour</b> .....	<b>4</b>
<b>6</b>	<b>Interaction with Staff</b> .....	<b>5</b>
<b>7</b>	<b>Technology and Social Media</b> .....	<b>5</b>
<b>8</b>	<b>Extra Curricular</b> .....	<b>5</b>
<b>9</b>	<b>Drop-off and Pick-up</b> .....	<b>6</b>
<b>10</b>	<b>Visiting SPW Grounds, Activities, or Events</b> .....	<b>6</b>
<b>11</b>	<b>Ethical Conduct and Communication with Others</b> .....	<b>7</b>
<b>12</b>	<b>Separated Parents</b> .....	<b>7</b>
<b>13</b>	<b>Responsibilities for Implementing the Parent Code of Conduct</b> .....	<b>7</b>
<b>14</b>	<b>Raising Concerns</b> .....	<b>8</b>
<b>15</b>	<b>Consequences of a Breach of the Code of Conduct</b> .....	<b>9</b>
<b>16</b>	<b>Taking a Stance</b> .....	<b>9</b>
<b>17</b>	<b>Right of Appeal</b> .....	<b>9</b>
<b>18</b>	<b>Further Information</b> .....	<b>9</b>

<b>POLICY</b>	
Title: <b>Code of Conduct - Parents</b>	
Authorised by: <b>Principal</b>	
No.: <b>PRIN-54</b>	
Issue Date: <b>August 2020</b>	<b>Page Number: 3 of 10</b>
Last Reviewed: <b>August 2020</b>	
Next Review Date: <b>April 2023</b>	

## 1 INTRODUCTION

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Shared values and an understanding of behaviours enable a community to work and live together through positive collaboration. The Parental Code of Conduct (PCC) has been developed to ensure parents and those with parental responsibilities\* are aware of and meet SPW's expectations with regard to their interaction with SPW, its staff, students and other parents, while on grounds and in official online forums.

Adherence to the PCC is important to promote positive and productive relationships within the SPW community.

In developing the PCC, SPW recognises parents ultimately want the best for their children. SPW also expects parents to recognise it must ultimately balance the interests of all of SPW's stakeholders (including not only students and parents; also SPW's staff and their right to a safe working environment).

The PCC operates in addition to all other School policies and procedures which apply to parents, and may be varied from time to time by SPW in its absolute discretion.

\*This policy applies to all adults including parents, guardians, step-parents, grandparents, extended family members, caregivers and SPW community members. In this policy the word "**Parents**" applies to all caregivers as listed above (this is not an exhaustive list).

## 2 PURPOSE

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SPW is responsible for establishing and administering policies, procedures and rules that govern the day-to-day operations of SPW. It is important parents recognise and respect this, adhere to and have their children adhere to SPW's requirements, and support these decisions.

SPW aims to provide an open, welcoming and safe environment for all. SPW is a place of learning for students and the rights of the student will be considered. We believe all community members play a valuable role in the life of SPW.

The Parental Code of Conduct is a broad outline of behavioural principles, expectations and ideals.

## 3 OBJECTIVES


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- To maintain the values held by SPW by building trust and respect within our community.
- To provide guidelines to promote desirable and appropriate behaviour to ensure all members of the community interaction with students and adults is respectful, honest, courteous, sensitive, tactful and considerate.
- To act as an ethical compass to assist in making decisions which are in the best interest of the students and SPW as a whole.
- To ensure all parents understand what is expected of them, including reporting of potential violations and cooperation with any inquiries.
- To specify consequences for a breach of PCC standards of behaviour.

## 4 SCHOOL VALUES AND POSITIVE ROLE MODELLING

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SPW aims to cater for individual student needs through a broad based education program with a caring and respectful school community.

<b>POLICY</b>	
Title: <b>Code of Conduct - Parents</b>	
Authorised by: <b>Principal</b>	<b>Page Number: 4 of 10</b>
No.: <b>PRIN-54</b>	
Issue Date: <b>August 2020</b>	
Last Reviewed: <b>August 2020</b>	
Next Review Date: <b>April 2023</b>	

All parents, guardians, step-parents, family members and friends of students enrolled at SPW are expected to support and encourage the values of SPW, and are encouraged to read and understand the policies of SPW (including the PCC).

We believe parents are valuable contributors in our community and aim to work in partnership with parents in the care and growth of each student. Parents are expected to support the values of SPW, model appropriate behaviours for their children to learn from, and work with SPW as it educates and provides pastoral support to all students.

Parents can support SPW and be positive role models by doing the following, for example:

1. Comply with SPW's policies, procedures and directions, and ensure their children do the same.
2. Respect (and show their children they respect) SPW is inclusive and welcomes students from a variety of backgrounds, and with different needs.
3. Complete forms and provide permissions in a timely manner when requested to do so by SPW.
4. Encourage their children to actively participate in the SPW community, including in the many sporting and extracurricular activities available.
5. Be responsive to concerns raised by SPW about their own child, including being cooperative, providing information and attending meetings when required.
6. Keep SPW informed about a child's behavioural or educational needs, including providing updated medical information as it becomes available.
7. Keep SPW informed about a child's parenting arrangements, including any court orders that may be in place. Parents should not involve SPW in parenting disputes, or expect SPW to act as the go-between for estranged parents.
8. Recognise the damage gossip can do within a school community, and avoid unconstructive commentary, including criticism, uninformed rumour or speculation, with other parents, verbally, social media or by other means (refer to the Social Media Policy).
9. Approach the School for clarification if communication or expectations are unclear or unreasonable.

The PCC outlines the way in which SPW requires parents to conduct themselves when visiting the SPW campus, participating in school activities and interacting (verbal and non-verbal) with members of our community and service providers (including students, staff and other parents), and includes consequences for breach. We have a zero tolerance policy regarding violence of any kind.

## 5 RESPECTFUL BEHAVIOUR


SPW expects students to comply with its rules and not engage in behaviour that is harmful to others or is contrary to the ethos and philosophy of SPW. Parents are expected to support SPW in relation to its Behaviour Policy and not do anything that undermines the school's authority.

SPW expects parents will behave respectfully at all times towards SPW's staff (including employees, contractors and volunteers), students and other parents. This applies not only to words used, but also to tone of voice and body language.

"Respect" is intentionally a broad concept. The following is a non-exhaustive list of behaviours that are not respectful:

1. Bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse
2. Actual or threatened aggression or violence
3. Behaviour that causes a risk to a person's health and wellbeing
4. Defamatory or disrespectful comments
5. Gossip, rumour, and innuendo
6. Raising one's voice, or using offensive language, while communicating
7. Age-inappropriate language when communicating with children

SPW has a duty of care to protect all staff and for this reason, any aggressive or abusive behaviour will not be tolerated.

<b>POLICY</b>	
Title: <b>Code of Conduct - Parents</b>	
Authorised by: <b>Principal</b>	<b>Page Number: 5 of 10</b>
No.: <b>PRIN-54</b>	
Issue Date: <b>August 2020</b>	
Last Reviewed: <b>August 2020</b>	
Next Review Date: <b>April 2023</b>	

## 6 INTERACTION WITH STAFF

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SPW conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged.

Parents should never attempt to contact a staff member after hours or on their personal mobile phone, social media, email unless the staff member requests this (N.B. this does not include emails).

Parents also can make an appointment to see the Principal about any particular concerns they may have relating to their child.

Parents can model the SPW value of 'respect' by using appropriate avenues to raise concerns. For example, speaking privately with the staff member concerned, or with the Principal or Head of School. When doing so, Parents should observe the general rules of conduct set out in the PCC.

## 7 TECHNOLOGY AND SOCIAL MEDIA

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The expectations set out in the PCC can also apply to the way a parent uses technology and behaves online.

For example, parents should:


1. Respect a staff member's professional and personal boundaries, by not using their personal online presence to raise school matters, or otherwise engage in disrespectful behaviour.
2. Not take photos, videos or other recordings of another student without their parent's consent, and not publish information (including personal details, contact information, images and recordings) concerning a staff member, parent, student or other member of the SPW community online without express consent (refer to the ICT and Social Media Policy).
3. Avoid publishing or sharing information which may bring SPW (or any of its staff, students, parents and other members of SPW community) into disrepute. This includes where an image or recording shows a student in school uniform behaving inappropriately.
4. Not communicate with other students outside of SPW, including by email or on social media, without prior consent from that student's parent(s).
5. Not discuss confidential or sensitive school matters, including in relation to grievances about a particular staff member or student, online, or other means e.g. SMS or messaging.
6. Not set up any online website, forum or group which features SPW's name in its title, or which may suggest it is operated or sanctioned by SPW.

## 8 EXTRA CURRICULAR

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Parents are welcome to attend sporting events and should demonstrate / model good sporting behaviours when supporting school teams. In particular, they should not abuse, threaten or otherwise seek to intimidate an umpire, referee, player, or any school representatives, including the opposition.

The Sports coaches at SPW select teams based on their professional view of the most appropriate selection at the relevant time. Therefore, it is not appropriate for parents to complain about the inclusion or exclusion of any child, including their own, on a particular team; they may respectfully seek clarification (please note this also applies to musicals.). Further information can be found in the Sports Policy and Extra and Co-Curricular document.

<b>POLICY</b>	
Title: <b>Code of Conduct - Parents</b>	
Authorised by: <b>Principal</b>	
No.: <b>PRIN-54</b>	
Issue Date: <b>August 2020</b>	<b>Page Number: 6 of 10</b>
Last Reviewed: <b>August 2020</b>	
Next Review Date: <b>April 2023</b>	

## 9 DROP-OFF AND PICK-UP

When dropping off and picking up students from SPW, parents are expected to be mindful of the health and safety of all members of our school community, as well as the wider community, at all times (reference to the Traffic and Parking Information Sheet).

Parents must comply with all traffic rules and any school traffic management system in place, inc:

- adhere to applicable speed limits
- observe all traffic signs
- follow the directions of SPW staff on duty
- follow the directions of traffic monitors when on duty
- limit the use of car horns (unless indicating imminent danger)
- park legally and safely
- respect our neighbours, including car parking

Local street parking is managed by Holdfast Council.

## 10 VISITING SPW GROUNDS, ACTIVITIES, OR EVENTS


Parents must respect SPW's risk-management procedures when visiting SPW. Parents should immediately proceed to the Front Office upon arrival to sign in, and should only enter a classroom or other student environment when invited to do so by a staff member. This requirement does not apply when visiting SPW only to:

- a) attend an activity or event to which all members of SPW community have been invited
- b) visit SPW uniform shop
- c) drop off or collect a child from school

When visiting SPW, or attending school activities and events, parents should model appropriate and respectful behaviours.

1. Demonstrate good sporting conduct and fair play when attending SPW's art, drama and sporting events
2. Comply with applicable WH&S and risk-management procedures
3. Comply with any reasonable directions given by SPW's staff or representative
4. Show appropriate care and regard for the property of SPW and others. Any damage should be promptly reported to SPW
5. Dress appropriately for the occasion
6. Not being under the influence of drugs or alcohol
7. Refrain from actions and behaviour that constitutes bullying, threatening, verbal or physical intimidation, harassment, discrimination or vilification of any kind
8. Refrain from offensive, insulting or derogatory language or conduct
9. Not smoke on school grounds or within 10 metres of any entrance (*Tobacco and E-Cigarette Products Act 1997*)
10. Not possess alcohol on school grounds, unless the event has been sanctioned by SPW (refer to Section 4 of The School's Position in the Drugs Policy for an explanation). Parents who elect to bring their child to such an event have the responsibility of their child
11. Never possess illicit drugs on school grounds

Should any of the above occur on school premises or in connection with the School, SPW may feel it necessary to take action, please refer to Section 15 of this document and the Volunteer Policy.

<b>POLICY</b>	
Title: <b>Code of Conduct - Parents</b>	
Authorised by: <b>Principal</b>	
No.: <b>PRIN-54</b>	
Issue Date: <b>August 2020</b>	<b>Page Number: 7 of 10</b>
Last Reviewed: <b>August 2020</b>	
Next Review Date: <b>April 2023</b>	

## 11 ETHICAL CONDUCT AND COMMUNICATION WITH OTHERS

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Parents play a key role in the education of their children and should act in the best interest of all students, their families, staff, and SPW community. SPW celebrates diversity and is an inclusive community that respects the rights, beliefs and practices of individuals and their families. Therefore:

1. Treat all staff and others professionally, fairly, honestly, with respect and dignity
2. Refrain from taking a photo or video recording of another student or parent without their consent
3. Refrain from posting a photo or video recording of another parent/adult on social media without obtaining consent from individual beforehand
4. Refrain from posting a photo or video recording of another student on social media without obtaining consent from the child's parent beforehand
5. Refrain from disclosing the personal details of a student or parent to another person without consent
6. Refer any concerns with another child to a staff member and not reprimand the student directly
7. Refrain from sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within SPW community
8. Refrain from using defamatory, offensive or derogatory comments regarding SPW or any of the students, parents, staff, or School Councillors at SPW on social media or other electronic platforms

## 12 SEPARATED PARENTS

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Where students have parents who are separated or divorced, Parents should not attempt to involve SPW in any parental dispute that may arise. SPW is not able to make judgements on the merits of claims made by one parent against another, and should not be asked to do so. Nor should it be asked to take any action that would or is designed to disadvantage one party. SPW will, observe any orders made by a Court in relation to a student or communications with Parents. SPW staff will include both parents in correspondence and provide equal access to information about their child (e.g. parent-teacher interviews) unless directed otherwise by a court order.

## 13 RESPONSIBILITIES FOR IMPLEMENTING THE PARENT CODE OF CONDUCT

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**SPW School Council** is responsible for endorsing the Parent Code of Conduct (PCC) and is the body to which any appeal against sanctions applied for breaches of the PCC is directed.

The **Principal** is responsible for:

- Ensuring all parents, staff, volunteers, students and visitors are aware of this policy upon arrival, employment and enrolment
- Maintaining currency and relevancy of the PCC Policy
- Implementing the standards of conduct as set out in this policy

**Staff members** are responsible for:

- Respecting individual needs, cultural practices and beliefs of families in all interactions, both verbal and non-verbal
- Working with colleagues and parents to provide an environment that encourages positive interactions and supports constructive feedback
- Providing guidance to parents and volunteers through positive role modelling and when appropriate, clear and respectful directions

<b>POLICY</b>	
Title: <b>Code of Conduct - Parents</b>	
Authorised by: <b>Principal</b>	<b>Page Number: 8 of 10</b>
No.: <b>PRIN-54</b>	
Issue Date: <b>August 2020</b>	
Last Reviewed: <b>August 2020</b>	
Next Review Date: <b>April 2023</b>	

**Parents** are responsible for supporting the efforts of SPW in maintaining a safe, orderly and respectful learning environment for all students. Parents fulfil this responsibility routinely when they:

- Show an active but positive interest in their child's school work and progress
- Communicate regularly with SPW
- Ensure their child is appropriately dressed, according to the Uniform Regulations
- Ensure their child is prepared for school on a daily basis
- Promptly report to SPW their child's absence
- Ensure all other persons (such as grandparents, older siblings, babysitters) who interact with SPW are aware of and adhere to the PCC
- Work with SPW in dealing with disciplinary issues involving their child

**Members of affiliated and support groups** are responsible for ensuring the aims of their group and its practices are consistent with the PCC.

**Members of the wider school community** are expected to respect and uphold the PCC in all contacts with SPW, whether onsite or at school functions or events off site.

Any school community member who invites a relative, friend, supporter, carer or other person (adult or child) to be present at any school related function or activity at any location, must be responsible for that person and must ensure they act at all times in a manner consistent with the PCC.

## 14 RAISING CONCERNS


SPW is committed to the education and wellbeing of each student. It is therefore critical that Parents are able to raise genuine concerns and grievances they may have about such matters in an appropriate, constructive and respectful forum.

SPW's grievance management procedures are set out in the Parent Grievance Policy. This policy sets out how concerns and grievances may be raised with SPW, with whom they should be raised, and how SPW will deal with these in a respectful and timely manner.

Parents with concerns and grievances should consult the policy in full. General steps are outlined below:

1. Parents should not communicate with another student about an issue concerning their own child
2. Parents must not attempt to discipline a student who is not their child, and should not raise their voice or be aggressive or hostile when communicating (verbally or non-verbally) with another family's child. The possible exception to the discipline of another child being if a Parent is managing a group/team of children e.g. Saturday sport, that is a SPW sanctioned event.
3. Parents should raise their concerns with their child's teacher in the first instance, should there be an issue with another child or parent. More serious concerns or grievances, including where a parent is dissatisfied with a teacher's response to a concern, may be raised with the appropriate member of SPW leadership (as set out in the policy).
4. Parents should arrange a face-to-face meeting to discuss concerns and grievances, rather than relying on email or other written communications
5. Parents should clearly set out their concerns and grievances, and what they would practically like to see happen (face to face or written)
6. Parents should appreciate while SPW is committed to dealing with their concerns and grievances in a timely manner, within 24 hours, it will not always be practicable for staff to provide an immediate acknowledgement or response (particularly where a concern or grievance is sent by email).
7. Parents should respect SPW employs experienced educators and other professionals who are well-trained in making academic, disciplinary, extracurricular, and pastoral and wellbeing decisions. Understand while SPW will always take into account the interests of the Parent's child, SPW must ultimately make decisions that take into account the interests of all students (and others who may be affected by SPW's decisions).
8. Parents should recognise that just as SPW will seek to respect each student's privacy, SPW will also respect the privacy of other members of the SPW community. This means there are limits to what



<b>POLICY</b>	
Title: <b>Code of Conduct - Parents</b>	
Authorised by: <b>Principal</b>	
No.: <b>PRIN-54</b>	
Issue Date: <b>August 2020</b>	<b>Page Number: 9 of 10</b>
Last Reviewed: <b>August 2020</b>	
Next Review Date: <b>April 2023</b>	

information SPW will share with a parent when issues arise. This does not mean SPW is not taking an issue or situation seriously.

9. SPW respects a Parent's rights to invoke formal grievance-resolution procedures. Parents who refuse to engage in constructive processes that may resolve their grievances, or who choose to publicly air grievances about SPW, and in particular about staff or students, on social media are in breach of our PCC.

## 15 CONSEQUENCES OF A BREACH OF THE CODE OF CONDUCT

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The Principal will have absolute discretion for deciding how to best respond to concerns about a parent's compliance with the PCC.

Where the Principal considers a parent has breached the PCC, the Principal may implement one or more of the following consequences (not necessarily in any particular order i.e. steps may be skipped – not an exhaustive list):

1. A request seeking the relevant conduct immediately cease.
2. A written warning
3. A parent (as defined in this policy) being banned from SPW grounds, either for a particular period of time or permanently
4. A parent (as defined in this policy) being excluded from school activities or events
5. A requirement a parent, or another relevant person, only communicate with a nominated school representative
6. Termination of the enrolment of a Parent's student(s)

## 16 TAKING A STANCE

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All members of the SPW community are empowered to take steps to protect their own health and wellbeing. If they feel a Parent is being inappropriate, they are encouraged to indicate this and ask that it stop. If it does not, or if a staff member / parent feels a Parent's actions are posing a risk to their or someone else's health and wellbeing, they are empowered to remove themselves from the situation or remove the children from the vicinity, at the point of risk, as per the Grievance Procedures.

## 17 RIGHT OF APPEAL

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A 'right of appeal' will apply to any decision made by the Principal under the PCC. The PCC has been approved by SPW Council and is supplemented by policies, procedures and guidelines developed by SPW Council and Executive.

## 18 FURTHER INFORMATION

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Further information regarding this policy is available from any member of the Executive Leadership Team.

### Relevant Legislation

Equal Opportunity Act, 1984

### Related Policies

PRIN-02	Behaviour
PRIN-03	Bullying and Harassment
PRIN-04	Child Protection

<b>POLICY</b>	
Title: <b>Code of Conduct - Parents</b>	
Authorised by: <b>Principal</b>	<b>Page Number: 10 of 10</b>
No.: <b>PRIN-54</b>	
Issue Date: <b>August 2020</b>	
Last Reviewed: <b>August 2020</b>	
Next Review Date: <b>April 2023</b>	

PRIN-06	Communication
PRIN-51	Custody
WHS-08	Drugs
PRIN-10	Emergency
PRIN-12	Equal Employment Opportunity
WHS-05	First Aid Injury Illness & Medication
ICT-17	ICT and Social Media
PRIN-48	Parent Grievance Procedure
PRIN-28	Privacy
PRIN-41	Student Records
PRIN-74	Sport
HR-46	Volunteers
WHS-44	Workplace Health & Safety

Related Safe Work Practices & Guidance Notes  
None

### Related Other Documentation

Uniform Regulations

Information Booklet      Volunteers

Parent Information Sheets as published on SkoolBag and the SPW website, including:

- Traffic and Parking
- Volunteering
- FAQs for Separated Families

<b>PRINCIPAL</b> <i>(Signature)</i>	<b>DATE</b>