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Belong to
something bigger.

Parent Code of Conduct Policy



Parent Code of Conduct Policy

Introduction

At Ilim College, we believe that education is a collaborative effort that involves the active participation of parents, teachers and the broader college community.

We value the partnership we have with parents and recognise the significant role they play in supporting their child's educational journey to foster a positive and harmonious learning environment, we have developed the Ilim College Parent Code of Conduct Policy.

We are committed to creating a safe, inclusive and supportive environment for all. By establishing clear guidelines for parent behaviour and conduct, we can strengthen our partnership and create a positive atmosphere. We have a zero-tolerance policy regarding violence and aggressive behaviour of any kind that may be displayed, implied or insinuated.

All parents, guardians, stepparents, family members, and friends of students enrolled at the college must support and encourage the values, activities and ethos of the college, and are encouraged to read and understand the policies of the college.

Purpose

The purpose of this policy is to outline the expectations and responsibilities of parents/guardians in their interactions with the College, its staff, students, contractors and other parents.

Scope

This Parent Code of Conduct applies to all adults including Parents, guardians, parent liaisons, grandparents, extended family members and care givers listed in connection to a student enrolled at the college, herein after referred to as Parents.

Parents/Care givers, visitors and volunteers

may need approach the college in the following circumstances:

- ▶ To discuss the progress, wellbeing or welfare of their child.
- ▶ Express concerns about other students or staff.
- ▶ Enquiring about college policies and procedures.
- ▶ Engaging with in-college/ excursion activities, assistance with reading/numeracy, following an invitation/enquiry for assistance from staff.
- ▶ To update any changes of address, custody details or health issues.

We encourage parents to communicate this policy with any carers acting on their behalf.

Aim

To promote respectful and productive communication, ensure safety and well-being of all members of the college community, and uphold the values and principles that underpin our educational institution.

Ethical Conduct/ Communication while attending the college.

Our Parents should act in the best interest of our students, their families, staff and the college community.

When attending the college or any college related events, parents are

Required to:

- ▶ Comply with all Health and Safety policies and regulations.
- ▶ Comply with relevant legal obligations under the legislation and any court order.
- ▶ Comply with the School Community safety Order Scheme. (For more information in relation to this scheme

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please visit

<https://www.vic.gov.au/overview-school-community-safety-order-scheme>)

- ▶ Refrain from entering a classroom or attend a college related activity without obtaining permission from a staff member.
- ▶ Listen respectfully, in the same manner expected from students and staff, when attending any kind of college assembly, activity, presentation, class event or meeting.
- ▶ When attending a college event in a voluntary capacity, whether it is on campus or offsite, accept the authority of the college employee and comply with any reasonable direction.
- ▶ Obtain and present a current valid Working with Children registration to the administration office when attending the college in a volunteer capacity. **(Please refer to our Visitors Policy)**
- ▶ Respect all college property and the property of others.
- ▶ Engage with all parents, staff, contractors, volunteers, students (including their own) and visitors with courtesy and respect at all times.
- ▶ Report to the administration office to request for an early dismissal of their child within the specified cut off times.

Refrain from:

- ▶ Behaviours and actions which constitute bullying, harassment, discrimination or vilification to any parent, staff, contractor, volunteer, student or visitor.
- ▶ Disparage the college's Islamic teaching or act otherwise in a manner which is disrespectful or contradictory to the college's Islamic Ethos.
- ▶ Offensive, derogatory or insulting conduct/ language, this includes wearing

clothing that contains offensive words/symbols.

- ▶ Taking photographs or video recordings of students who are not their own, unless the parent of the student is present and explicitly grants consent for such media to be taken.
- ▶ Interrupting or disrupting a teacher/s whilst classroom instructions or learning activities are taking place.
- ▶ Disciplining or reprimanding a student.
(No parent is permitted to directly approach another person's child whilst they are in the care of our college in order to discuss discipline or reprimand them. Such an approach towards the child may constitute an infringement on the child's rights and could potentially have legal ramifications. Common sense applies if the child is in danger. The college will deal with issues between students as part of the college's Student Wellbeing and Engagement Policy)
- ▶ Smoking on the college grounds or within four metres of any entrance as dictated by Victoria Law.
- ▶ Possessing illicit drugs.
- ▶ Being intoxicated by alcohol or illicit drugs.
- ▶ Disrupting class time to collect own students as early leave after the specified cut off times per campus, exceptions are granted in cases of emergency.

Social Media

Although social media can serve various positive purposes, it is essential for parents to acknowledge the existence of ethical and legal concerns connected to its use. Such issues have the potential to adversely affect both our college and individuals within our community, whether directly or indirectly.

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Parents are required to abide by the laws and also Ilim College's expectations of parents listed below:

When using social media parents must:

- ▶ Be respectful to the college staff, volunteers, contractors, other parents and or students.
- ▶ Refrain from engaging in negative or defamatory discussions or references regarding the college, its staff or any member of our college community.
- ▶ Not use social media to voice grievances in relation to the college. Refer to the Ilim College complaints and grievances policy.
- ▶ Refrain from disclosing any personal information of staff, parents, contractors, volunteers and or other students to third parties without the individual's consent.
- ▶ Make reasonable efforts to ensure that their children comply with the Student Code of Conduct Policy.
- ▶ Avoid sharing photographs of students wearing our college uniform, as such images have the potential to generate negative associations or implications towards the college, its staff and its students.
- ▶ Under no circumstances initiate contact with students, aside from their own children, through any social media platform without obtaining the explicit consent of the students' parents.
- ▶ Never share inappropriate or any other materials that have the potential to harm the reputation of the college.

Communication and Interaction with Staff, Contractors, and Volunteers.

All forms of communication, whether written or verbal, within our college community, should consistently exhibit courtesy and respect.

It is imperative that all staff, contractors, and volunteers have the right to work in a safe and pleasant environment.

To ensure optimal and efficient discussions regarding specific queries or concerns, parents who wish to engage in conversations with staff members, contractors or volunteers, whether in person or over the phone, must schedule an appointment in advance.

While the college will make reasonable efforts to adhere to a court order, the primary focus of the college is the well-being of its students. Therefore, the college will only comply with court orders to the extent that is necessary. It is the preference of the college not to become entangled in family law proceedings.

When communicating,

Parents must:

- ▶ Interact with staff, students and other parents in a courteous and respectful manner at all times.
- ▶ Ensure that any physical contact with students is appropriate and considerate, taking into account the age of the student and the nature of the relationship, in order to avoid raising concerns of impropriety.
- ▶ Ensure the relationships with students are strictly within accordance to appropriate roles and that favouritism is avoided.
- ▶ Advise the college of any areas of potential conflict, such as parenting and family court orders, in accordance with relevant laws.
- ▶ Behave lawfully on college grounds.

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- ▶ Respect the privacy of staff, contractors, students, parents and volunteers in the college community.

Parents must refrain from:

- ▶ Using abusive language, expletives, insult or engage in violent behaviour on the college grounds or any other college related event.
- ▶ Disciplining or raising their voice or get involved in verbal altercations with another parent, guardian, carer or child in any circumstance.
- ▶ Intimidate, undermine, threaten, bully or harass other students, staff or parents.

- Complaints and Grievances Policy
- The Victorian School Community Safety Order Scheme (<https://www.vic.gov.au/overview-school-community-safety-order-scheme>)

We encourage all parents and guardians to familiarise themselves with this policy and actively participate in creating a positive and respectful educational environment at Ilim College.

Breaches of the Code of Conduct

Breaches to this Parent Code of Conduct will be determined by the College and may result in the following:

- ▶ Ban the parent from entering the college grounds or attending any college related event or activity.
- ▶ Direct the parent to communicate only with a nominated college representative.
- ▶ Where appropriate involve other authorities.

The College may take such steps as deemed appropriate according to the specific nature of the breach.

In cases of extreme or ongoing breach of this Parent Code of Conduct by a parent, the college may terminate the enrolment of the children of that parent, as determined by the principal.

Related Policies

- Visitors Policy
- Student Duty of Care Policy
- Child Safe Code of Conduct
- Child Safety and Wellbeing Policy