



Heritage College

Parent Code of Conduct

Document Control

Revision Number	Implementation Date	Review Date	Description of Changes	Prepared By	Approved By
New Policy	August 2020	July 2023		Mark Roberts	School Executive School Council



Purpose

All Victorian Non-Government Schools are required to implement a Parent Code of Conduct to accord with the Victorian Registration and Qualifications Authority (VRQA) Minimum Standards for a Registered School.

Heritage College (the School) is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the School. Members of the School community are expected to support, encourage and model the values of the School and set a positive example with their actions, behaviour and speech.

This mandatory Parent Code of Conduct (the Code) provides guidance for parents regarding the conduct expected of them whilst on the School premises, engaging in any School related activities or representing the School and when communicating with members of the School community, including on social media.

The School values are:

1. Excellence
2. Respect
3. Resilience
4. Service

Parents are encouraged to read and understand the policies of the School, including this Code. The key policies are available via the School website or the SEQTA parent portal. This Code operates in addition to any other School policies and procedures which may apply to Parents, and may be varied from time to time by the School. Parents are bound by this Code as part of their Enrolment Agreement with the School.

Application

This Code applies to adults responsible for caring for Heritage College students, including parents, guardians, step-parents, care givers, etc. The term “Parents” applies to all caregivers as listed above.

The application of this Code is not limited to the School site and School hours. It extends to all activities and events that are school-related and when visiting or representing the School. This Code also requires that parent actions, behaviours or comments do not bring the School into disrepute at any time regardless of whether the action occurs within or outside of School activities.



Conduct and Bearing of Parents

It is expected that every parent will:

- uphold the School's values and principles and respect, support and adhere to the School's policies and procedures as required, and ensure their children do the same;
- comply with relevant legal obligations under Commonwealth and State Laws, and any court orders;
- accept the authority of staff members, comply with any reasonable direction, allow staff to supervise and manage students without interference and only enter an active classroom when invited to do so by a staff member;
- be responsive to concerns raised by the School about their children;
- complete forms and provide permissions in a timely manner when requested to do so by the School;
- behave in a manner that does not endanger the health, safety or wellbeing of themselves or others; and abide by health and safety rules and procedures operating within the School and other locations at which they may visit whilst representing the School, including abiding by traffic rules and any School traffic management system in place;
- ensure that their relationships with students and any physical contact with students is appropriate, given the age of and relationship with the student;
- behave with courtesy and consideration for others and treat members of the School community with inclusiveness and respect, and refrain from bullying, harassment or vilification, or using language or conduct that is insulting or derogatory;
- refrain from activities, conduct or communication that could bring the School into disrepute or could be reasonably seen to undermine the reputation of the School, staff or students of the School (including activities on social media);
- respect School property and the property of staff, contractors, volunteers and other students and promptly report any damage to the School;
- not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health whilst visiting the School site, attending School functions or engaging in School based activities;
- as required by law, never smoke on School grounds;
- advise the School of any area of potential family issues / conflict, such as parenting and family court orders in accordance with the relevant laws and the School's policy on "Access Arrangements for Separated Parents / Guardians". Parents should not expect the School to act as the go between for estranged families; and
- attend School events where they are requested and able to do so.



Unacceptable Conduct

Unacceptable conduct includes:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children, staff or others in a manner which is not appropriate and may endanger the health, safety or wellbeing of that person;
- any form of physical or verbal violence including fighting, assault or threats of violence;
- any form of cyberbullying or cyber abuse towards staff or students;
- any form of threatening language, gestures or conduct towards staff or students;
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, staff member, contractor, volunteer or other person;
- theft, fraud or misuse of School resources;
- the use of inappropriate or profane words, gestures or images;
- visiting the School or attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health; and
- smoking on the School premises or within the immediate environs of the School;

Communication and interaction with Staff, other parents and students

Written and spoken communication with anyone in the School community, including staff members, other parents and students, should be courteous and respectful. When communicating, Parents must:

- interact civilly with staff, students and other parents;
- refrain from offensive, derogatory or abusive language or expletives, and must not raise their voice, insult or engage in violent behaviour to anyone on School grounds or at any School related events;
- not discipline or raise their voice in verbal altercations with another person;
- not intimidate, undermine, threaten, bully or harass others;
- refrain from unconstructive commentary (including criticism, uninformed rumour or speculation), either directly or online; and
- not disclose personal details of an individual to another person without consent.



Social Media

When using social media in particular, Parents must:

- be respectful of members of the School community;
- only post information (including personal details, contact information, images and recordings) of another student (other than their own child) with express prior consent from the student's parents;
- only make contact with a student (other than their own child) about school related matters using any form of direct messaging based social media with the express
- respect the privacy of other students, parents, staff, contractors and volunteers in the School community;
- not disclose any confidential information of another member of the School community (such as another parent, staff, contractors, volunteers, and/or students) to third parties without the individual's express consent;
- not use any social media as a means to voice grievances about the School, and abstain from discussing or mentioning the School, its staff or any members of the School community in a negative or defamatory way;
- refrain from publishing any information which may bring the School or any member of the School community into disrepute, including any images and recordings of students in School uniform with the potential to bring negative connotations towards the School, its staff or students;
- remove any photos or comments posted on social media when requested by the School; and
- not set up any online website, forum or group which features the School's name in its title, or which may suggest that it is operated or sanctioned by the School, except with the prior written consent of the School.

Complaints

The School takes seriously genuine complaints and grievances that are brought to its attention and acknowledges the rights of Parents to express their concerns related to the education of their child or other matters related to the School.

Parents should raise the matter with the appropriate staff member as set out in the Complaints and Grievances Policy and Procedure, and in a manner consistent with this Code. The School will handle the matter consistent with the procedure set out in the Complaints and Grievances Policy. Where a staff member believes this Code has been breached, they can lodge a complaint in accordance with the Complaints and Grievances Policy.



Breach

Where the School is satisfied there has been a breach of this Code, the Principal or delegate will request the Parent cease the particular behaviour and/or implement one or more of the following consequences:

- limit or ban a parent from entry onto School grounds, attending School related functions or School based activities;
- direct that a parent may only communicate with members of staff through a nominated School representative;
- take such other steps (such as warnings, mediation, direction to provide an apology, etc.) as deemed appropriate, according to the nature of the breach; and/or
- terminate the enrolment of the child/children of that Parent from Heritage College.

Parents who continually breach this Code of Conduct will be referred to the Principal, who has full discretion to take action, which may include suspension or expulsion of the Parent's child/children.

In accordance with applicable legislation and the School's Child Protection Policy, the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.

Related Policies

- Student Code of Conduct
- Staff Code of Conduct.
- Child Safe Policy
- Suspension and Expulsion Policy
- Access Arrangements for Separated Parents / Guardians.
- Complaints and Grievances Policy and Procedure