

	<b>PARADE COLLEGE</b>
CODE OF CONDUCT:	<b>PARENT CODE OF CONDUCT</b>

## 1. Introduction

- 1.1 At Parade College (**the College**) we aim to provide an open, welcoming, inclusive and safe environment for all which is nurtured in the Edmund Rice tradition. We aim to work in partnership with families in the care and growth of each student to develop compassionate and confident young men.
- 1.2 This Parent Code of Conduct outlines the way in which the College requires all parents and/or guardians to conduct themselves when visiting the College campuses, 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 and/or guardians must:
- (a) comply with all policies and procedures in place at the College;
  - (b) comply with relevant legal obligations under the legislation and any court order;
  - (c) should report to College Reception on arrival at either Campus;
  - (d) listen respectfully, in the same manner required by students and staff, when attending any kind of College assembly, Mass, presentation, performance, class event, or public meeting;
  - (e) treat all parents, staff, contractors, volunteers, students, and visitors to the College with courtesy and respect;
  - (f) uphold the reputation of the College when visiting for any College event whether within the College campuses or at external venues; and
  - (g) accept the authority of the staff members when visiting on College grounds and comply with any reasonable direction.
- 2.2 Parents and/or guardians must not:
- (a) discipline or reprimand a student about their behaviour if that child is not their own child;
  - (b) bully or harass other parents, staff, contractors, volunteers, students, and visitors to the College;
  - (c) engage in behaviour or encourage any behaviour of other parents, students, contractors or members of the community which brings or is likely to bring the reputation of the College into disrepute;

- (d) 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
- (e) attend the College whilst intoxicated on drugs or alcohol.

### **3. When communicating with staff, contractors and volunteers**

- 3.1 All staff, contractors and volunteers are entitled to a safe and enjoyable work environment.
- 3.2 If a parent and/or guardian contacts a staff member, contractor, or volunteer in relation to a query or concern, the recipient will respond within a reasonable period of time.
- 3.3 In order to most effectively discuss a query or concern, parents and/or guardians wishing to speak to staff member, contractor, or volunteer in person must make an appointment in advance.
- 3.4 Parents and/or guardians must:
  - (a) speak to staff, contractors, and volunteers with courtesy and respect;
  - (b) communicate with staff, contractors, and volunteers in a clear, friendly and open manner; and
  - (c) respect the privacy of staff, contractors, and volunteers.
- 3.5 Parents and/or guardians must not:
  - (a) raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak;
  - (b) speak to staff, contractors, or volunteers in a derogatory or offensive manner;
  - (c) take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;
  - (d) post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;
  - (e) assault (sexually or physically) a staff member, contractor or volunteer; or
  - (f) intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

### **4. When communicating with other parents**

- 4.1 Parents and/or guardians must:
  - (a) speak to other parents with courtesy and respect;
  - (b) contribute to a positive, Catholic and friendly culture within the College community;

- (c) support and encourage the values, activities and ethos of the College;  
and
- (d) respect the privacy of other parents.

4.2 Parents and/or guardians must not:

- (a) raise their voice when speaking to other parents;
- (b) deliberately exclude a parent and/or guardian or treat a parent and/or guardian differently to other parents and/or guardians;
- (c) speak to other parents in a derogatory or offensive manner;
- (d) take a photo or video recording of another parent without their consent;
- (e) post a photo or video recording of another parent on social media without consent;
- (f) intimidate, undermine, threaten, bully or harass other parents; or
- (g) disclose the personal details of another parent and/or guardian to another person without consent.

**5. When using social media**

5.1 Parents and/or guardians 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 and/or guardian of the College.

5.2 When using social media, parents and/or guardians must:

- (a) respect a person's professional and personal environment and must not harass, intimidate, threaten, bully or undermine other people online;
- (b) act with integrity, respect, honour and dignity;
- (c) be respectful to staff, contractors, volunteers, other parents, and/or students while conducting themselves online; and
- (d) never reveal confidential information relating to the College, staff members, contractors, volunteers, other parents, and/or students at the College.

5.3 Parents and/or guardians must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of another student or family.

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**6. When making a complaint**

6.1 Parents and/or guardians 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 and/or guardians 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.
- 6.3 When making a complaint to the College, parents and/or guardians are required to act in a manner consistent with the Parent Code of Conduct.

## **7. Consequences of a breach**

- 7.1 Any parent and/or guardian, student, staff member, contractor or volunteer may notify the Principal or their representative of a possible breach of the Parent Code of Conduct.
- 7.2 The Principal or their representative will endeavour to investigate the complaint to determine whether there has been a breach of the Parent Code of Conduct.
- 7.3 If satisfied that a breach has occurred, the Principal or their representative may implement disciplinary action against the respondent such as, but not limited to a warning, direction to provide an apology, direction not to enter College grounds for a period of time, or termination of their child's enrolment.

## **8. Related policies and procedures**

- 8.1 EREA Privacy Policy;
- 8.2 Enrolment Agreement;
- 8.3 Enrolment Terms and Conditions'
- 8.4 Parent Management Procedure;
- 8.5 College Expectations Policy;
- 8.6 Child Safety Code of Conduct.

Approved by the College Board: February 2018

Reviewed: May 2020, July 2020