

# POLICIES AND PROCEDURES



## Parent/Caregiver Code of Conduct Policy

**Date**            **January 2022**

**Review**        **January 2024**

### Introduction

Lauriston Girls' School is committed to establishing respectful and supportive relationships amongst all members of the School community. All staff, students and parents/caregivers are encouraged to support the Mission and Values of our School and follow our policies and procedures.

The Parent/Caregiver Code of Conduct explains appropriate conduct for parents/caregivers when they come to the School campuses, participate in school activities and communicate with members of staff, students and other parents/caregivers.

### Definitions

#### Parent Conduct and Communication

Lauriston Girls' School is a welcoming and inclusive community where parents/caregivers are encouraged to actively participate in the education of their child/daughter and become involved in School activities.

Parents/caregivers have the right to communicate their concerns and engage with the School in an atmosphere of mutual respect and cooperation.

We encourage parents/caregivers to communicate with members of staff and request:

- Appointments to speak with members of staff are made by telephone or email, referencing the topic for discussion
- Emails sent to members of staff are respectful in their tone and include clear reference to the concern
- Parents/caregivers enter the School via front Reception to register their visit and remain until the member of staff comes to Reception

When attending the School or any School related event parents/caregivers must:

- Behave with respect and courtesy towards staff, students, parents/caregivers, contractors and volunteers
- Refrain from and discourage all forms of bullying, harassment or discrimination
- Refrain from behaviour or communication that would reasonably be seen to undermine the reputation of the School, employees or students of the School (including activities on Social Media)
- Refrain from offensive, insulting or derogatory language or conduct
- Not smoke on school grounds
- Not possess alcohol on school grounds, unless the event has been sanctioned by the School
- Not possess illicit drugs on school grounds
- Not attend school events if affected by alcohol or other intoxicants
- Show proper care and regard for School property, the property of others and occupational health and safety concerns

In relation to communication and interactions with staff, other parents and students, it is an expectation:

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- Written and spoken communication to staff members, students, parents/caregivers and other members of the School community should be courteous and respectful
- Written and spoken comments about the School, its staff members, students or other members of the School community should not be negative or defamatory, lowering the reputation of individuals or the School in the eyes of reasonable members of the community, or causing individuals or the School to be ridiculed, avoided or despised by members of the general public
- During interactions, parents/caregivers should:
  - Interact civilly with staff, students and other parents at all times
  - Not become involved in verbal altercations with staff members, another parent/caregiver or student under any circumstances
- Parents/caregivers behave lawfully on school grounds and observe the terms of any Court Order or other obligation they may be the subject of
- Without authorization from the School, parent/caregiver, parents/caregivers are not permitted to upload photographs, videos or other materials containing footage of School activities onto any social media forums or websites

When communicating through Social Media sites:

- Parents/caregivers should not make comments about the School, its staff members, students or other members of the School community in a negative or defamatory manner, lowering the reputation of individuals or the School in the eyes of reasonable members of the community, or causing individuals or the School to be ridiculed, avoided or despised by members of the general public

### Breaches of the Code of Conduct

Should a parent/caregiver breach the Code of Conduct, he/she will be contacted by the appropriate Head of School. In most cases, communication with the parent/caregiver should be sufficient for them to refrain from the behavior. In some cases, the Head of School may conclude that the parent should not enter the School grounds and/or attend School activities or functions for a period of time.

In those cases where a parent/caregiver has an inappropriate telephone, face to face or email communication with a members of staff, the member of staff may choose to put an end to the phone call or meeting. Staff members have the right to request that another staff member is present during any future meetings. The School may choose to notify a parent that communications with the School are made to one designated staff member.

When there are extreme or prolonged breaches of the Code of Conduct, the matter will be referred to the Principal who has full discretion to take action, including the termination of enrolment of the child/children of the parent/caregiver.

There will be some cases, where it is appropriate for the School to involve external authorities such as the Victorian Police.

Lauriston Girls' School will do everything that it can to maintain professional and respectful relationships with members of the School community.

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