



COVENANT CHRISTIAN SCHOOL (ACT)

PARENT/COMMUNITY CODE OF CONDUCT

1. WHEN VISITING THE SCHOOL

1.1 Parents and School Community members must:

- (a) comply with all relevant safety policies and procedures in place at the School;
- (b) act safely and responsibly with a vehicle when on school grounds which includes: - driving in a safe manner so as not to put a child, student or adult at risk; not leaving a child unattended in a 0 – 4 years capsule or car seat; complying with the School *Kiss and Drop* requirements; not parking in the Bus Zone etc.;
- (c) comply with relevant legal obligations under the legislation and under any court order;
- (d) only enter a classroom with permission from a staff member;
- (e) act in an appropriate manner when attending any kind of School assembly, presentation, class event, or public meeting;
- (f) treat all parents, staff, contractors, volunteers, students, and visitors to the School with courtesy and respect;
- (g) accept the authority of the teacher (or teachers) when visiting a classroom; and
- (h) comply with any reasonable direction given by a staff member of the School.

1.2 Parents and School Community members must not:

- (a) interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- (b) discipline or reprimand a child about their behaviour if that child is not their own child;
- (c) bully or harass parents, staff, contractors, volunteers, students, and visitors to the School; nor
- (d) attend the School whilst under the influence of drugs or alcohol.

2. GENERAL EXPECTATIONS WHEN INTERACTING WITH OTHERS

2.1 Parents and School Community members must:

- (a) speak to others with courtesy and respect;
- (b) contribute to a positive and friendly culture within the School Community;
- (c) support and encourage the values, activities and ethos of the School; and
- (d) respect the privacy of others.

2.2 Parents and School Community members must not:

- (a) raise their voice when speaking to others;
- (b) use profane, insulting, harassing, aggressive or otherwise offensive language;
- (c) deliberately exclude others or purposely treat some members of the School Community differently from others;
- (d) gossip about staff or other members of the School Community;
- (e) speak to others in a derogatory or offensive manner;
- (f) post a photo or video recording of another person on social media without consent;
- (g) post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent or legal guardian beforehand;
- (h) intimidate, undermine, threaten, bully or harass others;
- (i) attempt to manage the behaviour of any student other than their own; or
- (j) disclose the personal details of any member of the School community to another person without consent.

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 particular query or concern, parents and School Community members wishing to speak to a staff member, contractor, or volunteer (either in person or over the phone) must make an appointment in advance (preferably by email).
- 3.4 The School's priority is the wellbeing of the students. Whilst the School will comply with court orders which bind the School, parents who have separated should have no expectation that the School will assist in relation to any family law dispute or "police" court orders on behalf of parents, or "take sides" during family law matters.
- 3.5 Parents and School Community members must:
- (a) respect staff decisions and follow their directions; and
 - (b) respect the privacy of staff, contractors, and volunteers.
- 3.6 Parents and School Community members must not:
- (a) use or distribute School contact lists (including for commercial purposes other than as permitted);
 - (b) contact staff using their personal telephone or email nor expect staff to respond to queries outside of normal business hours;
 - (c) raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak.

4. WHEN ENGAGING ONLINE OR USING SOCIAL MEDIA

- 4.1 Parents and School Community members must recognise the potential for damage to be caused, directly or indirectly, to the School 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 a student at the School.
- 4.2 When using social media, parents and School Community members must:
- (a) respect a person's professional and personal environment and must not harass other people online;
 - (b) act with integrity;
 - (c) make reasonable efforts to ensure that their children comply with the School's *Computer Network, Online Users and Cybersafety Policy*;
 - (d) be respectful of staff, contractors, volunteers, other parents, and/or students; and
 - (e) never reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and/or students at the School.

- 4.3 Parents and School Community members must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the School. Parents should understand that the School may remove posts on social media that breach this requirement.

5. WHEN MAKING A COMPLAINT

- 5.1 Parents and School Community members have the right to raise issues and concerns related to the education of their child or other matters relating to the School.
- 5.2 Parents and School Community members should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to our policies and procedures including the School's Complaints Policy.
- 5.3 When making a complaint to the School, parents and School Community members are required to act in a manner consistent with this Code of Conduct.

6. CONSEQUENCES OF A BREACH

- 6.1 Any parent and/or guardian, student, staff member, contractor or volunteer may notify the Principal of a possible breach of this Code of Conduct.
- 6.2 The Principal or his/her representative will investigate the complaint to determine whether there has been a breach of this Code of Conduct.
- 6.3 If satisfied that a breach has occurred, the Principal or their representative may implement disciplinary action against the respondent such as:
- (a) a Parent/Community Code of Conduct written warning;
 - (b) issuing a requirement to attend a meeting;
 - (c) a direction to provide an apology;
 - (d) a direction not to enter School grounds for a period of time; or
 - (e) the termination of enrolment (or employment, where the person breaching this Policy is a staff member).
- 6.4 If a parent is unhappy in the application of this Code, they should raise the issue in accordance with the procedure set out in the School's Complaints Policy.
