



# **Parent/Guardian Code of Conduct Policy**

## Contents

Contents	2
1 Purpose	3
2 Scope of Policy	3
3 Policy	3
4 Definitions	9
5 Responsibility for implementation, monitoring, and continual improvement	9
6 Related policies, procedures, and support documents	9
7 Resources	9
8 Revision Record	9

## 1 Purpose

Emmaus Christian College and its Students' Parents/Guardians understand that educating children is a process that involves a partnership between parents/guardians, the College, and the Christian Church. This partnership works to achieve God's goal of training up a child in the way they should go and when they are old they will not depart from it (Proverbs 22:6). Parents/Guardians are commanded in Scripture to not exasperate their children, but to bring them up in the training and instruction of the Lord (Ephesians 6:4). No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it (Hebrews 12:11).

Emmaus Christian College encourages Parents/Guardians to actively participate in the life of and partner with the College in the education of their child/children.

The purpose of this Parent/Guardian Code of Conduct Policy is to reiterate details about Parent/Guardian expected behaviour and conduct and for Parents/Guardians to uphold, live out, and encourage the College's values. Doing so will see the College learning community achieve its purpose and goals in peaceful mutual understanding and collaboration. The interests of all the College's stakeholders including not only students and Parents/Guardians, but also the College's staff and volunteers (and other stakeholders) and their right to a safe working environment.

The College's Values are;

Faith – nurturing a Christ-centred faith and lifestyle;

Learning – cultivating a lifelong love of authentic learning;

Community – fostering authentic Godly relationships;

Service- encouraging acts of service at College and in the wider community.

Emmaus Christian College is committed to ensuring a Christ-centric, Christ-honouring respectful learning environment that is welcoming, safe, and supportive of all students as well as staff and all other stakeholders of the College.

## 2 Scope of Policy

This Policy applies to all Parents/Guardians including a family member or friend (and their visitor/s) of a student enrolled at Emmaus Christian College. Please refer Definitions at 4 below.

It encompasses behaviour and conduct whilst on or off College premises including communicating with stakeholders of the College (such as staff, other parents, students, volunteers, etc) as well when engaging in College related activities, functions, and events, or representing the College. This includes in and out of College hours.

It is recognised that it is beyond the scope of this Policy to cover all aspects of expectations, requirements, and legal responsibilities; however, the Policy is intended to provide clear direction for parents/guardians of the College (as well as staff, students, and other stakeholders). It is intended to be practical and non-adversarial.

## 3 Policy

It is the Policy intent of Emmaus Christian College for Parents/Guardians that they;

### Christian Basis

- Uphold, live out, and encourage the College's core beliefs and values in all undertakings with the College and its stakeholders;
- Positively contribute to Christ-centred, Christ-honouring behaviour and conduct at all times with the College;
- Fully respect the College and the authority of College staff;
- Encourage their child/ren to actively participate in the life of the College;
- At all times respect the College's property and that of staff, students, other parents/guardians, contractors, volunteers, and other stakeholders. No theft, fraud, damage, or misuse of College resources and those of other stakeholders is to occur;
- Not to bring the College into disrepute through their words and actions at any time regardless of whether being on College premises or when engaging in College related activities, functions, and events, or representing the College;
- Refrain from activities, conduct, or communication that would in any way undermine the reputation of the College including staff, students, other parents/guardians, volunteers, contractors, or other stakeholders.

### Agreements, Policies & Procedures

- Completely comply with the Enrolment Agreement made with Emmaus Christian College;
- Strictly adhere to the College's Policies and Procedures and various guidelines and rules including obeying risk management procedures;
- Parents/Guardians are responsible to inform and update the College, and provide copies of relevant reports & documentation of medical, academic, or disability related issues. Any change in status is to be promptly advised;
- Parents/Guardians are responsible to inform the College of up to date information and documentation as to responsibility including any relevant Court Orders or informal arrangements that are in place regarding a student. This occurs not only at enrolment, but when there are any changes in such arrangements. The College specifically requests copies of such relevant Court Orders or informal arrangements are clear and provided by the Parent/Guardian on a timely basis. Such Court Orders may include a Parenting Order, Family Violence Protection Orders, or a Care & Protection Order. Informal arrangements may be in place such as a Parenting Plan or a Carer. Intervention orders such as Family Violence Intervention and Personal Safety Orders. Parents/Guardians are to obey such guidelines at all times when dealing with the College and when on the College premises and events;
- Report any actual or possible breaches of law; breach of College Policies & Procedures to staff as soon as practically possible.

### Respecting and Supporting College Staff

- Sincerely seek for College staff and Parents/Guardians to constructively work together in respectful and constructive ways for the benefit of children both individually and collectively. This includes supporting the College's commitment in developing a student's initiative, independence, and responsibility for their own lives and actions together with being committed to actively and responsibly be a part of the College community;
- Respond to College communications (e.g. forms, permissions, correspondence) in a timely manner;
- Parents/Guardians are to be responsive to concerns raised about their child including being cooperative, providing information, and attending meetings where required;
- Parents/Guardians are responsible to support the College in the delivery of College curriculum. Teachers use their professional judgment in delivering the curriculum. If

you have a concern with a particular area of the Curriculum then please contact the appropriate Head of School;

- Support the College's Behaviour Management Policy and Procedures, which includes a Christian approach to discipline, which is necessary for the welfare of each student and the running of the College;
- Respecting the education, training, and experience of College staff in making academic, disciplinary, extracurricular, pastoral, and well being decisions;
- Fully comply with and supporting the College's decisions about behavioural matters and the outcomes & consequences;
- Correct their own child's behaviour particularly where it is or could be leading to conflict, aggression, or unsafe situations;
- Not use staff as threats to admonish children's behaviour;
- Report to reception upon arrival to sign in unless attending an activity or event to which all members of the College community have been invited, drop off/collect child from the College. Only enter a classroom, staff office, or attend a College related activity with direct permission from staff;
- Support the College staff by ensuring their child/ren adhere to the College's Uniform Policy;
- To negotiate meeting times with staff that are agreeable to all parties;
- Keep in close contact with your child's Home Group teacher particularly regarding any matter that may impact your child's engagement or learning.

#### Respectful Relationships

- Demonstrate at all times, through their words and actions, that all stakeholders including (but not limited to) staff, other Parents/Guardians, students, volunteers, and others of the College are treated with respect. This encompasses speaking with courtesy and behaving with genuine respect and consideration for others;
- Listen respectfully when attending any kind of College assembly, activity, presentation, class event, function, or public meeting.

#### Health, Safety, and Well-being

- Behave respectfully and diligently such that the health, safety, and welfare of all College stakeholders and themselves is prioritised;
- Ensure any concerns identified about any student/s health, safety, and welfare is to be reported to the relevant supervising teacher or Head of School;
- Abide with all health, safety, and welfare Policies, Procedures, guidelines, and instructions of the College. This includes both on the College premises, or when engaging in College related activities, functions, and events; or representing the College (including extra-curricular and co-curricular activities);
- Promptly report any hazards identified or potential risks at the College to the supervising teacher or Head of School;
- Be prudent when feeling unwell or sick in not attending the College or off site College related activities, functions, and events in order to protect the health, safety, and welfare of all stakeholders;
- To promote healthy eating by their children and respect that the College is 'Nut Aware' and so avoid sending foods that contains nuts to school. This includes peanut paste, nut spreads e.g. Nutella, and fruit and nut bars. There are children enrolled at the College who may experience anaphylactic reactions to nuts.

#### Child Protection

- Comply fully with all Child Protection Policy & Procedures of the College;

- Disclose any allegation of inappropriate conduct including any possible indicators of child abuse to the supervising staff member or the Head of School as soon as possible;
- Not touch, handle, push or otherwise physically or sexually engage with any students, children.

#### Behaviour

- Obey risk management procedures when visiting the College or at a College related activity or event;
- The College has a zero tolerance position towards any conduct (written or verbal) that the College considers rude, aggressive, passive-aggressive, disrespectful, abusive, intimidating, threatening, speaking with a raised voice, or belittling towards any College staff member or individual representing the College at any time or place;
- Good conduct to be displayed at College activities and events including sport, art, drama, music, etc.;
- Dress appropriately for the occasion;
- Obey all traffic rules/College traffic management systems including parking appropriately and safely in designated areas;
- Comply with all Government issued health orders or directions in response to infectious diseases including, for example, Covid-19 protocols. This may include vaccinations, social distancing, face mask requirements, etc.
- Completely obey all Anti-Bullying and Harassment Policy & Procedures of the College;
- Work peacefully and constructively with the College to resolve any issues of conflict or behaviour management concerns or other issues. Parents/Guardians are not to approach someone else's child or parent in order to discuss or chastise them about their behaviour toward their own child. The College's Grievance Policy is to be duly followed;
- Not touch, handle, push or otherwise physically or sexually engage with any students, children, or any other stakeholders;
- Not use verbal or physical violence or aggression of any kind at any time including threats of violence;
- Not, by written or verbal means, seek to impose personally held views or agendas onto the College or College personnel;
- Not bring any weapons or firearms onto the College premises;
- Not gamble on the College premises;
- Not promote or oppose a political party or a candidate for political office while representing the College.

#### Privacy and Confidentiality

- Respect the privacy and confidentiality of other stakeholders including (but not limited to) other Parents/Guardians, students, staff, volunteers, contractors, etc. at all times;
- Not share details of a student or parent/guardian or other stakeholder (eg staff, volunteer, visitor, contractor). The only time this is permitted is where specific adult consent is obtained. In the event of a child, the child's Parent/ Guardian would need to provide consent.

#### Communications - including use of technology and social media

- Not raise their voice when speaking to other parents, students, or staff as well as other stakeholders of the College and ensure they do not use language that is likely to offend, bully, harass, threaten, or unfairly discriminate against any student, staff, volunteer, contractor or other stakeholder. Tone and body language are to be appropriate at all times. Unacceptable language is not tolerated. There is to be no

blasphemy, swearing, or profane words. No display of temper outside of Christian character is to occur. This includes all communication media eg in-person, phone, email, texts, electronic conferencing, social media, etc.;

- Avoiding gossip or rumour, innuendo, or vexatious complaints;
- Not speak to other parents or students or other stakeholders of the College in a defamatory, derogatory, disparaging, abusive, discriminatory, or offensive manner;
- Not engage in any inappropriate gestures and images;
- Not undertake any form of cyber-bullying or abuse. This includes all forms of social media, emails, texts, as well as Facetime, Zoom, etc.;
- Parents/Guardians recognise the potential for damage, directly or indirectly, to the College and its stakeholders including students, staff, other Parents/Guardians, volunteers, and other stakeholders as a result of their personal use of social media. Parents/Guardians must respect the professional and personal environment and not in any way bully, harass, discriminate, or intimidate other people online. Parents/Guardians must never share confidential and private information about the College, staff, students, volunteers, contractors, other parents/guardians, and other stakeholders in any way including on any electronic or online platform or other medium. Parents/Guardians are not use social media to voice grievances about the College. Parents/Guardians must ensure their children obey the acceptable use of Information & Communications Technologies (ICT) Policy & Procedures at Emmaus Christian College, and be respectful of all staff, students, volunteers, contractors, other parents/guardians, and other stakeholders. Furthermore, absolutely no defamatory, offensive, sexual, or other material that may damage the reputation of the College including disparaging comments about staff and teaching or acting in any way that is contradictory to the College's beliefs and values is to occur;
- Not to take a photograph, audio recording, video, or other image of any stakeholder at the College while on the College premises or when engaging in College related activities, functions, and events, or representing the College without the specific consent of the person. It is highlighted, in the case of a non-adult the Parent/Guardian must provide specific consent. Furthermore, no posting of such a photograph, audio recording, video, or other image is to occur on any form of media including social media platforms without the prior specific consent as described above;
- Not speak to the Media about Emmaus Christian College including its staff, students, volunteers, contractors, and other stakeholders. Any such enquiries are to be referred straight to the Principal;
- Continuing to raise a matter that has been declared closed by the College (including under the College Grievance Policy) is a breach of process, and as such, a breach of the Emmaus Parent Code of Conduct Policy.

#### Alcohol & Drug Free

- At no time while on the College premises or when engaging in College related activities, functions, and events, or representing the College is a Parent/Guardian to be intoxicated by alcohol, under the influence of illicit drugs or other substances harmful to health, or by prescription medication. This includes, but is not limited to, attending social, sporting, or other functions of the College. Emmaus Christian College is strictly an alcohol and drug free zone as well as a smoke free zone. No smoking (which includes vapours) is to occur on College premises or within the immediate environs of the College.

## Grievances

- Parents/Guardians are to raise genuine grievances about matters in an appropriate, constructive, and respectful forum with the Christian goal of resolution and the reconciliation & restoration of relationships;
- Parents/Guardians are not to communicate with another student about an issue concerning their own child. In particular, Parents/Guardians should refrain from any attempt to discipline a student who is not their own child unless they are attempting to restrain a student from causing risk to themselves or others;
- Grievances should be raised with their child's teacher in the first instance and should be clearly identified. Parents/Guardians are to follow the College's Grievance Policy;
- The College takes into account various matters in the grievance including the interest of the Parent/Guardian's child as well as all others who may be affected by the College's decision. It is essential that the final outcome/s resulting from the grievance process are to be accepted and respected by all parties to the grievance matter even if some may not agree with that outcome.

## Other

- Respect College hours of opening and closing and understand that it is the Parent/Guardian's Duty of Care when children are on site or off site before school commences at 8.15am as well as being on site or off site after school closes at 3.30pm (exception OSHC). Children are not to be on School premises before starting time and after closing time;
- If your child is sick then please keep your child away from school and promptly contact the school about your child's absence;
- Report any identified risks at or about the College to staff as soon as practically possible;
- Obey all other directives as given by the Principal.

## Consequences for breach of this Code of Conduct

A potential breach of this Parent/Guardian Code of Conduct will result in an investigation by the College. If it is the view of the College that a breach is found to have occurred, then appropriate actions determined by the College will be undertaken. Depending upon the circumstances of the breach, actions may include, but are not limited to, the Parent/Guardian (or another relevant person) being issued with a warning or being banned from attendance on College grounds, and/or attending College related activities, functions, and events, and/or representing the College, and/or a requirement that a Parent/Guardian (or another relevant person) only communicate with a nominated College representative, or any other response decided by the College. This is at the discretion of the Principal. In extreme cases, and/or with multiple breaches, the Principal has full discretion to act that may include expulsion of you, your child and siblings from the College, and/or another relevant person. That is, withdrawal of enrolment of your child/ren (family) may occur because as a family you breach this Code of Conduct, the Enrolment Agreement, and/or Policies, Procedures, and guidelines and directions of the College.

Any person may notify the College of a possible breach of this Parent/Guardian Code of Conduct.

In accordance with Child Protection and other applicable legislation, the South Australian Police (SAPOL) and/or relevant Government agencies will be informed of unlawful breaches of this Parent/Guardian Code.



College staff and volunteers are empowered to take necessary steps to protect their health and well being and others. If staff/volunteers consider that a Parent/Guardian (or another relevant person) is being inappropriate then they are encouraged to request such behaviour to be stopped. If it does not, or if the staff/volunteer considers a Parent/Guardian (or another relevant person's actions are posing a risk to their or someone else's health and wellbeing then they are empowered to remove themselves (and others as necessary) from the situation. This may include, for example, immediately concluding a meeting or telephone call, or instructing a Parent/Guardian (or other relevant person) to immediately leave the College premises or a College activity or event.

#### 4 Definitions

For the purpose of this Policy, a Parent/Guardian of Emmaus Christian College includes anyone visiting the College who is not a current student, employee, contractor, or volunteer. Thus, this encompasses Parents/Guardians, step-parents, grandparents, extended family members, carers, and any other relevant person connected to the family. Please note that breaches of this Policy may not only have implications for you as a Parent/Guardian but also your child/ren's enrolment at the College.

#### 5 Responsibility for implementation, monitoring, and continual improvement

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

<b>Emmaus Christian College</b>
Heads of School
Leadership Team
Executive Principal

#### 6 Related policies, procedures and support documents

This Policy is to be read in conjunction with, and is additional to, any other relevant Emmaus Christian College policy, procedure, or support document. This includes (but is not limited to) Statement of Faith; Statement of Life and Conduct Policy; Vision, Mission, Values, Purpose, and Philosophy; Enrolment Policy; Grievance Policy; Behaviour Management Policy; Staff Behaviour and Code of Conduct Policy; Information & Communications Technologies (ICT) Policy; Anti-Bullying and Harassment Policy; Child Protection Policy; Equal Opportunity Policy; Work Health and Safety Policy; Privacy Policy. All Parents as defined in 4 above (together with staff and volunteers, etc) are required to comply with the provisions of any such documents.

#### 7 Resources

AISSA Code of Social Conduct; Children and Young people (Safety) Act, 2017 (SA).

## 8 Revision Record

<b>Document Title</b>	Parent/Guardian Code of Conduct Policy
<b>Document Type</b>	Policy
<b>Document Date</b>	November 2022
<b>Policy Owner</b>	Leadership Team
<b>Approval Authority</b>	Executive Principal
<b>Review Date</b>	December, 2024
<b>Revision History</b>	April 2021 November 2021 November 2022 June 2023