

Parent Code of Conduct

1. Purpose

Bayside Christian College ("College") is committed to providing an open, welcoming, inclusive, respectful and safe Christian environment for all members of the College community. Student enrolment at the College is dependent on Parents accepting the terms of this policy and adhering to it.

This Policy outlines the College's guidelines for all Parents regarding the conduct expected of them whilst on College grounds, engaging in College-related activities, representing the College, and otherwise interacting with the College.

2. Policy Statement

The College has zero tolerance for violence and aggression of any kind, including fighting, assault, threats of violence or any form of threatening language, gestures or conduct.

Parents are encouraged to read, understand and act in accordance with College policies and the College Values at all times.

3. Application

This policy applies to all Parents.

4. Definitions

Word/s	Definition
Parents	For the purposes of this Policy, the term 'Parents' includes parents, guardians, stepparents, grandparents and extended family members of a student enrolled at the College who are themselves, adults, caregivers and any other adults.
Staff	Any person employed by or engaged to represent the College. This includes (but is not limited to) teaching staff, non-teaching staff, relief teachers, volunteers, coaches, sports assistants, and sports officials.

5. Aim

Parents are valuable contributors to the College community, and the College aims to continually build partnerships with Parents to develop all aspects of school life, allowing for the development of a Christian community of students, Staff and Parents in positive collaboration. It is an expectation that all Parents actively partner with the College in supporting their children/s' education, academically, physically, and spiritually, in line with the Christian beliefs, tenets and values of the College.

6. When visiting the College

Parents are required to:

- exhibit the expectations of Bayside Way - Respect, Responsibility, Maximise Learning and Kindness.
- comply with all policies and procedures in place at the College;
- follow the correct procedures for signing in and out;

- only enter a classroom or attend a school sanctioned event, such as a camp or excursion, with permission from an organising Staff member;
- listen respectfully when attending any kind of school assembly, activity, presentation, class event, or public meeting;
- take responsibility for the conduct of non-school aged children in their care, ensuring that they are safe and not disrupting the event; and
- treat others with courtesy and respect.

Parents must not:

- use verbal or physical aggression or violence of any kind at any time;
- use language that could be deemed as offensive or inappropriate;
- disparage the College's Christian teaching or act otherwise in a manner that is disrespectful or contradictory to the College's Christian beliefs;
- interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- bully or harass other people;
- 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
- attend the College whilst intoxicated or under the influence of illicit drugs.

7. When communicating with the College

The College conducts regular meetings between Staff and Parents at which the student's progress can be discussed. There may be other times when a Parent or Staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a Parent wishes to meet with a Staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the College office or via email with the Staff member concerned.

Parents should avoid contacting Staff members at home or outside of school hours unless a prior agreement has been made with the Staff member that contact out of hours is acceptable. Parents should note, however, that as a general rule, Staff members are not obligated to respond to or contact parents (emails, phone calls etc.) outside of school hours.

Parents are required to:

- treat Staff with courtesy and respect at all times;
- ensure that all communication with Staff is conducted in a respectful and courteous manner;
- use a professional tone and address concerns with clarity and consideration when sending emails or texts;
- raise all concerns using the correct procedures, channels and personnel;
- use constructive feedback rather than negative;
- respect the privacy of Staff; and
- allow reasonable time for responses before following up, recognising that the College may be undertaking investigations or collecting data before responding to concerns or questions.

Parents must not:

- approach a member of Staff in a confrontational manner or act in a violent, aggressive or threatening manner;
- use verbal or physical violence of any kind at any time;
- raise their voice when speaking to Staff;
- speak to Staff in a derogatory or offensive manner;
- intimidate, undermine, threaten, bully or harass Staff; or
- send a Staff member an email or text message that is disrespectful, threatening or aggressive.

8. When communicating with other students and Parents

Parents are required to:

- speak to other students and Parents with courtesy and respect;
- maintain a tone of respect and understanding, even in a disagreement, when communicating with other Parents on social media, email or text in relation to a student or school matter;
- address disagreements or concerns privately and constructively, rather than engaging in public debates on social media platforms;
- contribute to a Christian, positive and friendly culture within the College community;
- support and encourage the values, activities and beliefs of the College; and
- respect the privacy of other students and Parents.

Parents must not:

- approach a student or another Parent in a confrontational manner or act in a violent, aggressive or threatening manner;
- approach a student to discuss a complaint without the student's Parent being present;
- use verbal or physical violence of any kind at any time;
- raise their voice when speaking to other students and Parents;
- speak to other students or Parents in a derogatory or offensive manner;
- take a photo or video recording of a child who is not their own without obtaining prior consent from that child's Parent;
- intimidate, undermine, threaten, bully or harass other students or parents; or
- disclose the personal details of a student or parent to another person without proper authorisation or consent.

9. When using social media

Acceptable Social Media and Online Behaviour:

- sharing positive stories and achievements related to the College and your child's education;
- encouraging and supporting fellow Parents and students in their endeavours; and
- engaging in open discussions on educational topics and school related events in a courteous manner.

Unacceptable Social Media and Online Behaviour:

- using social media to voice grievances about the College;
- harassing other people online;
- revealing confidential information relating to the College, Staff members, contractors, volunteers, other Parents, and students at the College;
- posting a photo or video recording of a child who is not their own on social media without obtaining prior consent from that child's Parent;
- posting on social media defamatory, offensive or disrespectful comments about the College, Staff, students, or other Parents. This includes not disparaging the College's Christian teaching or acting otherwise in a manner that is disrespectful or contradictory to the College's Christian beliefs;
- sharing rumours or unverified information that could harm the reputation of the College or individuals; or
- engaging in public arguments, personal attacks, or disrespectful language in online discussions.

10. When Making a Complaint

Parents have the right to raise issues and concerns related to their child's education or other matters relating to the College. However, these issues and concerns should always be raised with the right person and through the correct communication channels in accordance with the College's policies and procedures, including the College's Grievance Policy.

If a Parent has a complaint about an issue, it should be directed to the teacher or relevant head of school in the first instance. If a Parent wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

When communicating concerns, it needs to be recognised that complex issues may take time to resolve, and that Staff may need appropriate time to investigate and manage particular issues.

11. When dealing with disciplinary matters relating to students

The College expects students to comply with its rules and not engage in behaviour that is harmful to others or contrary to the College's Student Code of Conduct or its ethos and philosophy.

Parents are expected to support the College's discipline policy and not do anything that undermines its authority. It must be understood that in the case of minor disciplinary matters, the College will be the arbiter of what took place and what is a fair punishment. The College will not engage in debate with Parents about the details of the conduct or the appropriateness of the punishment.

In relation to more serious disciplinary matters that may result in suspension or expulsion, the College will inform Parents of the matter and deal with it in accordance with the College's Suspension and Expulsion Policy. While Parents will be consulted, the final decision will be the College's.

12. Separated Parents

In many instances, the College will have students enrolled who have Parents who are separated or divorced. Parents should not attempt to involve the College in any Parental dispute that may arise. The College is not able to make judgments on the merits of claims made by one Parent against another and should not be asked to do so. Nor should it be asked to take any action which would, or is designed, to disadvantage one party. The College will, of course and as reasonably practicable, observe any orders made by a Court in relation to a student or communications with Parents.

13. Consequences of a Breach

Failure to abide by this Parent Code of Conduct may result in a restorative conversation and in extreme circumstances, in the interest of duty of care, a sanction by the Principal or their delegate of one of more of the following:

- the Parent may be directed to leave the College grounds immediately;
- contact may be made with appropriate authorities, such as the Police;
- the Parent may be excluded from the College premises or events;
- the Parent may be required to provide an apology; and
- the Parent may be requested to meet with the Principal to discuss potential termination of enrolment of child/ren at the College as a result of the behaviour.