



KINGSWAY
CHRISTIAN COLLEGE

Cricos Provider #01855M

COLLEGE POLICY

PARENT CODE OF CONDUCT

VERSION
1.4

Document and Version Management

Version Number	Approval Date	Reviewed by	Amendment Details	Review Date
1.0	November 2019	Principal	Created	November 2020
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1.4	July 2024	Principal & Board endorsed	Inclusion of process for investigating when breaches occur	July 2025

TASS Permissions (for office use only)							
Parents	Students	Staff					
		Teaching Staff	Non-Teaching Staff	Education Assistants	Peri Music Tutors	Relief Teaching Staff	Relief Education Assistants
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PARENT CODE OF CONDUCT

1. Policy commitment

- 1.1 Kingsway Christian College (College) is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the College. All members of the College community have a right to an environment free from harassment and to converse comfortably in a positive and co-operative manner.

2. Scope

- 2.1 This Parent Code of Conduct provides clear guidelines to all parents and visitors regarding the conduct expected of them whilst on the College premises, engaging in College related activities or representing the College.
- 2.2 This Policy applies to all adults including parents, guardians, step-parents, grandparents, extended family members and caregivers. In the Policy, the word “parents” applies to all caregivers listed above.
- 2.3 This Parent Code of Conduct is publicly available on the College’s website.

3. College Values

- 3.1 Our values of transformation, collaboration, holistic, relationships, service and integrity underpin everything at the College. We have established a positive school culture, which seeks to demonstrate the College Values.
- 3.2 We encourage, challenge and inspire each student to learn, develop in character, and understand the world in which they live. As a Christian school, we seek to work with parents and guardians to develop principled, thoughtful and analytical young people prepared to take a purposeful place in the community. The College is designed and operated to achieve long term results related to student understanding, dispositions for lifelong learning and service in the Kingdom of God.
- 3.3 These values are fostered by our professional, passionate and highly capable staff who have a genuine love of learning and an interest in our students and their personal pursuit of excellence.
- 3.4 We believe that parents are valuable contributors in our community and we aim to work in partnership with parents in the care and growth of each student.

4. General Expectations

- 4.1 All parents and friends of students enrolled at the College must support and uphold the values, activities and ethos of the College. Parents are encouraged to read and understand

the policies of the College (including this Parent Code of Conduct) and must act in accordance with the College's policies at all times.

- 4.2 We have a zero tolerance policy regarding violence of any kind, including fighting, assault, threats of violence or any form of threatening language, gestures or conduct.
- 4.3 Members of the College community will respect diversity in people, their ideas and opinions, and their legal and moral rights. They will treat others fairly, with dignity and respect at all times regardless of race, ancestry, place of origin, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- 4.4 During co-curricular activities, College community members should acknowledge good performance and the efforts of all participants (including the opposing team). The professional judgment of staff, referees and officials must be respected. Inappropriate language, sledging or harassment of coaches, staff, participants or other supporters will not be tolerated at any time.
- 4.5 Parents must respect the privacy of other students, parents, staff, contractors and volunteers in the College community. Parents must not disclose personal details or confidential information relating to a student or parent to another person without consent. Parents must not take a photo, video or voice recording of another student, parent or staff member without their consent.
- 4.6 Parents are not permitted to record meetings without prior permission. This applies to both individual and group meetings. Unauthorised recordings contravene the Surveillance Devices Act (1998) and constitute a criminal offense.
- 4.7 When attending the College or any College related event, parents must:
 - (a) behave lawfully, and observe the terms of any court orders in place
 - (b) refrain from smoking
 - (c) not be intoxicated by alcohol
 - (d) not be in possession of, under the influence of, or provide others with, illegal drugs
 - (e) dress appropriately according to the occasion
 - (f) behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
 - (g) abide by all health and safety rules and procedures
 - (h) ensure that their actions do not bring the College into disrepute
 - (i) respect the authority of members of staff and observe College rules as required
 - (j) refrain from engaging with students other than your own child

- (k) behave with courtesy and consideration for others
 - (l) refrain from all forms of bullying and harassment
 - (m) respect College property and the property of staff, contractors, volunteers and other students.
- 4.7 Parents agree to adhere to the Terms and Conditions of Enrolment as signed at the time of enrolment and updated from time to time.

5. Communication

- 5.1 Parents are required to schedule an appointment with College staff when they wish to discuss a concern. Under no circumstances are parents to approach students (or the parents of other students) in relation to perceived actions toward their own child.
- 5.2 Written and spoken communication to anyone in the College community should be courteous and respectful.
- 5.3 When communicating, parents must:
- (a) refrain from engaging in malicious or judgemental gossip (either directly or online) and ensure that anything they say about others is fair and truthful
 - (b) refrain from swearing or using offensive, abusive, insulting or derogatory language, or raised voices
 - (c) avoid engaging in conversations which constitute harassment, discrimination or denigration or which involve innuendo.
- 5.4 Where parents do not act in accordance with this Parent Code of Conduct in their communications, a staff member may:
- (a) request that the parent cease their inappropriate communication in order to allow the communication to proceed
 - (b) inform the parent that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion
 - (c) request another staff member be present for the remainder of the meeting
 - (d) lodge a formal complaint against the offending parent noting a breach of the Parent Code of Conduct (refer section 7).

6. Online conduct

- 6.1 Parents must ensure they abide by the law and the College's expectations of parents. When using social media, online forums or other platforms, parents must:

- (a) not discuss or mention the College, its staff or any members of the College community in a negative or defamatory way
- (b) be respectful to staff, contractors, volunteers, other parents, and/or students
- (c) not use it as a means to voice grievances about the College
- (d) make reasonable efforts to ensure that their children comply with the College's IT Acceptable User policy
- (e) not post a photo, video or voice recording of another student or parent on social media without consent
- (f) not post photographs, video or voice recordings of students in College uniform representing the College and its students, if the photograph or recording has the potential to bring negative connotations towards the College, its staff or its students.

6.2 Any form of cyber bullying or cyber abuse will not be tolerated.

6.3 Parents are asked to refrain from using mobile telephones or other devices during face-to-face discussions with staff.

7. Breaches of the Code of Conduct

7.1 Process for investigating when Breaches Occur

7.1.1 The following process will be followed when dealing with an alleged breach of the Parent Code of Conduct : In the instance of a first breach, the appropriate member of the Senior Leadership Team (SLT) will contact the parent and discuss the incident. A range of sanctions as outlined in the *Parent Code of Conduct* may be considered and depending on the context of the situation a sanction may be imposed.

7.1.2 If a second breach occurs the parent will be required to attend a meeting with a member of the SLT and the Principal. A range of sanctions as outlined in the *Parent Code of Conduct* may be considered and, depending on the context of the situation a sanction may be imposed.

7.1.3 A third or subsequent breach will result in the parent being required to attend a meeting with the Principal, and the College Board being notified. A range of sanctions as outlined in the *Parent Code of Conduct* may be considered and depending on the context of the situation a sanction may be imposed.

7.1.4 A fourth breach may result I all enrolment contracts associated with the parent being cancelled.

7.2 Prior to any meeting, the parents must be informed in writing of:

- a) the full details of the alleged breach;
- b) the date, time and location of the meeting;
- c) who will be in attendance; and
- d) that they may be accompanied by a support person.

7.2.1 Should the parent not attend the arranged meeting, without advising the College or seeking an adjournment of the meeting, the College and the Principal may, at its discretion, either reschedule the meeting to a later date or continue to act on the information it has before it and take what steps it considers appropriate including imposing whatever sanction the Principal considers appropriate.

7.2.2 The Principal, within 10 business after the decision is made, will write to the parent advising them of his decision and the details of any sanction to be imposed.

7.2.3 The parent may, within 10 days after receiving written notice of the Principal's decision, given written notice to the Board Chair challenging the Principals decision and setting out the reasons for the challenge.

7.2.4 The Board chair will review the Principal's decision, taking into consideration the issues raised by the parent and whatever other information the Chair considers relevant.

7.2.5 The imposition of a sanction is a matter for the exercise of discretion by the Principal. In considering a parent's alleged breach and the nature of any sanction to be imposed the Principal will have due regard to the rules of natural justice and confidentiality at all time

Note: This process remains in force for the duration of the family's enrolment at the College.

7.3 The consequences of a breach of this policy by a member of the College community will be determined at the discretion of the Principal.

The College may:

- (a) ban any member of the College community from attending any co- curricular event
- (b) ban any member of the College community from being on College grounds
- (c) direct that any member of the College community may only communicate with staff through a nominated representative
- (d) direct that any member of the College community may only communicate with staff through a nominated medium of communication

(e) involve other authorities, where appropriate.

7.4 The College may determine other reasonable action (e.g. mediation) according to the nature of the breach.

7.5 In the case of extreme, repeated or prolonged breach of this Code of Conduct by a parent, the College may terminate the enrolment of the student(s) of that parent.

8. Complaints and Grievances

8.1 The College takes seriously any issues that are brought to its attention.

8.2 Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the College.

8.3 In raising a complaint or grievance, parents can expect:

(a) to be listened to respectfully and communicated with courteously

(b) to have confidentiality respected and maintained

(c) to receive a timely response to concerns raised.

8.4 Parents with a complaint or grievance should refer to the College's Complaints Policy.

8.5 If the concern is regarding possible criminal behaviour, a whistle blower report can be made at <https://www.whistleblowing.com.au/>

9. Review process

9.1 This Policy will be regularly reviewed by the College at least every 3 years or when there have been changes in the relevant laws and regulations which may affect the content of this Policy.

9.2 If you would like to provide the College with any feedback or suggestions to improve this Policy, please contact the Principal.

10. Associated policies

10.1 This Policy must be read in conjunction with:

(a) Child Safe Practices as included on the College website

(b) Complaints Policy

(c) Enrolment Policy

(d) Privacy Policy