

Working Together
A Code of Conduct
for
Parents and Volunteers
of
St Andrews Christian College



ST ANDREWS
CHRISTIAN COLLEGE

INSPIRED BY
FAITH

DISTINGUISHED BY
CHARACTER

LEADERS BY
INFLUENCE



Working Together – A Code of Conduct for Parents & Volunteers of St Andrews Christian College

PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”

POLICY DOCUMENT INFORMATION

TITLE:	Working Together: A Code of Conduct for Parents and volunteers
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ACKNOWLEDGEMENTS:	VRQA Child Safety Standard 3 Townsville Catholic Education Office Fintona Girls Grammar School Hope Point Christian School
PURPOSE:	To provide policy and direction for all the College Community.
RELATED DOCUMENTS:	Bullying and Harassment Prevention Student Safety Staff Code of Conduct Student Code of Conduct Pastoral Care & Student Wellbeing Policy Complaints Management Policy

KEY DATES

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1. RATIONALE

“A College is a complex organisation comprising a diversity of populations that have different relationships to one another.”

This Code of Conduct is designed to guide parents, caregivers, guardians and volunteers in their dealings with St Andrews Christian College staff, other parents, students and the wider education community. Staff and students of the College are guided by similar codes, written in line with College’s beliefs, values and commitment to Biblical standards of behaviour and relationship.

This Code of Conduct applies to all parents, volunteers and visitors who interact with St Andrews Christian College. It also applies to all parents, volunteers and visitors who are present at the College or engaged in College-sponsored activities/meetings/functions within and outside of College hours. The Code also requires that parent or visitor actions **do not** bring the College into disrepute at any time. There is an expectation of support for the Vision, Mission and Statement of Belief of St Andrews Christian College by parents, volunteers and visitors.

The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law. It is also supported by State laws and regulations ensuring good order on College sites, such as the *Australian Education Act 2013*.

2. GUIDING PRINCIPLES

The Centrality of Relationships

Relationships are at the very core of our Christian belief in our Triune (three persons in one) God. The Holy Trinity is God in relationship. This beautiful theology inspires all of us in this College to endeavour to be a living Christian community in relationship with God and others. It is essential in such a community that all members recognise and respect their own rights and responsibilities, as well as those of other members of the community and of the College itself.

The responsibility for promoting and upholding these core values of the College community must fall on those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the College that all parents/guardians/caregivers/volunteers model acceptable behaviour at all times within the College and at College-sponsored activities.

3. THE CODE OF CONDUCT FOR PARENTS & VOLUNTEERS

It is expected that every parent, volunteer and visitor will:

Uphold the College’s core beliefs and values:

- Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others.
- Abide by all health and safety rules and procedures operating within the College and other locations at which they may visit whilst representing the College.
- Ensure that their actions do not bring the College into disrepute.



- Respect the authority of members of staff and observe College rules as required.
- Will not share information about the children they interact with in their capacity as a volunteer.
- Strictly adhere to the College's policies and procedures and protocols as required.
- Will be able to provide a satisfactory WWCC and follow College sign in procedures.
- Behave with courtesy and consideration for others, ensuring that anything they say will be fair and truthful; refrain from malicious or judgemental gossip, either directly or online.
- Refrain from actions, speech or behaviour that constitutes bullying and harassment, discrimination or vilification.
- Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the College, employees or students of the College (including activities on social media).
- Respect College property and the property of staff, contractors, volunteers and other students.
- Not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health whilst visiting the College site, attending College functions or engaging in College based activities.

Communication and Interaction with Staff, Other Parents and Students

Written and spoken communication should always be courteous and respectful. When communicating, parents must:

- Interact civilly with staff, students and other parents at all times.
- Not use abusive language or expletives, raise their voice, insult or engage in violent behaviour to anyone on College property or at College-related events.
- Ensure that they do not attempt to discipline any student other than their own, or get involved in verbal interactions with another parent or a child, under any circumstances.
- Advise the College of issues of potential conflict, such as parenting or Family Court orders, in accordance with relevant laws.

*Parents Must Respect the Privacy of Other Students, Parents, Staff and Volunteers **by not:***

- Taking photographs or videos of a student (other than your own child) or parent without their consent.
- Posting a photo or video of College students, staff or parents on social media without obtaining College and/or parental consent beforehand, especially if College uniform or logos representing the College are visible.
- Disclosing the personal details of a student, parent, staff member or volunteer to another person without express consent or in breach of Privacy legislation.
- Posting sexually inappropriate or other material that may damage the reputation of individuals and the College.

THE PROCESS FOR MAKING A COMPLAINT

See Complaints Management Policy Parents for further details

St Andrews Christian College will take seriously any issues that are brought to the attention of the leadership. Parents who raise concerns, make a complaint or allegation can expect to be treated with respect and courtesy in the process of seeking to resolve or action the matter.

- Step 1.** For issues around classroom management, lesson content, delivery or homework affecting a student, parents should make an appointment to speak with the **relevant teacher**. If possible, outline your concern in writing so the teacher can consider the matter prior to the meeting. **Under no circumstances should a parent confront a teacher at the classroom, without following this protocol**
- Step 2.** More serious matters of inappropriate conduct, physical violence, bullying or concerns about the teacher should be directed, on a [College Complaints Form](#) or in writing, to the **Head of Primary, the Head of Secondary or the Deputy Principal - Operations**, or to the following email address: concerns@standrews.vic.edu.au Each situation will be considered as it arises and investigated fairly and promptly. Please contact the Office to arrange a meeting with a College representative.
- Step 3.** Serious, high risk issues that involve child abuse (sexual, physical, emotional or neglect), criminal or illegal behaviour on the part of a person or the organisation, should be reported to **the Police and** to the College Student Safety Officer preferably in writing. The SSO will inform the Principal.

If a parent considers the College has continued to act unlawfully or has not addressed the complaint to their satisfaction, complaints can be taken to the Victorian Registration and Qualifications Authority, via its website: www.vrqa.vic.gov.au

Breaches of this Code of Conduct

The consequences for breaches of this Parent Code of Conduct will be determined by the Principal. This may include, but not restricted to:

- exclusion from the College campus or events; (School Community Safety Order) – see Appendix 1.
- reporting to other authorities (in the case of criminal behaviour or damage).
- in extreme cases, parent misconduct may lead to the termination of an enrolment.



APPENDIX 1 —

Protection of School Communities – Orders That Respond to Risks of Occupational Violence and Aggression

The *Education and Training Reform Amendment (Protection of School Communities) Act 2021* (Vic) empowers authorised persons (Principals) to ban aggressive and violent parents from entering school grounds. Under the legislation, authorised persons (including Principals) have the power to:

- Direct a person to leave and remain off school grounds, or other places related to the school (**an immediate school community Safety Order**); or
- Prohibit a person from entering or remaining on school grounds or other places related to the school, or from engaging in certain types of inappropriate conduct (**an ongoing school community Safety Order**).

Immediate School Community Safety Order

An immediate school community Safety Order can be made if the authorised person reasonably believes an order is necessary because the person poses an unacceptable and imminent risk of:

1. Causing harm to a member of the school community; or
2. Causing significant disruption to the school; or
3. Interfering with the wellbeing, safety or educational opportunities of students enrolled at the school.

An immediate school community Safety Order is appropriate where an imminent risk of harm may occur. This will require immediate and urgent preventive and protective action. Such an order will only remain in effect for up to 14 days or until the process for the making an ongoing school community Safety Order can be undertaken.

As soon as practicable after an immediate school community Safety Order is made, the authorised person must review the order and either make an ongoing school community Safety Order or revoke the immediate school community Safety Order.

Ongoing School Community Safety Order

An ongoing school community Safety Order can be made if the authorised person reasonably believes that the person:

1. Poses an unacceptable risk of harm to a member of the school community.
2. Poses an unacceptable risk of causing significant disruption to the school.
3. Poses an unacceptable risk of interfering with the wellbeing, safety or educational opportunities of students enrolled at the school.
4. Has behaved and is likely to behave in a disorderly, offensive, intimidating or threatening manner to a member of the school community. or
5. Has engaged and is likely to engage in vexatious communications with, or regarding, a staff member at the school.

Ongoing school community Safety Orders can last for a maximum of 12 months and require a Principal to undertake additional procedural fairness requirements.

Those who are banned from school grounds will still be able to communicate with the school and can seek an external review at the Victorian Civil and Administrative Tribunal.