



## Code of Conduct - Parents

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### 1. RATIONALE

Our students and their families are a valuable part of the Lindisfarne Anglican Grammar School community. We believe that parents, caregivers and guardians (collectively, the **Parents**) are significant contributors to the School's Anglican ethos, Education for Excellence and success.

We aim to work in partnership with our Parents to support the School's vision, values of compassion, wisdom and respect, and to deliver an extensive and rich educational program. We cannot deliver high quality education, or best equip our students with the skills required for fulfilling life experiences, without such cooperation and support.

In developing this Code, the School recognises that Parents ultimately want the best for their children. However, Parents are expected to recognise that the School must ultimately balance the interests of all of its stakeholders (including not only students and Parents, but also the School's staff and their right to a safe working environment).

This Code operates in addition to any other School policies and procedures which apply to Parents, and may be varied from time to time by the School.

### 2. INTENDED USE

This Code is intended to be made publically, and is available on the School's website.

It is expected that Parents act in accordance with this Code (and all of the School's codes of conduct, policies, procedures, rules and regulations), and agree to the terms contained within, when enrolling their child at the School.

**This Code applies to all Parents at Lindisfarne Anglican Grammar School.**

### 3. AIM

The aim of the Code is to outline the standards of behaviour expected of all Parents, whether current or prospective at Lindisfarne Anglican Grammar School.

This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of involvement with the School. Instead, it sets out general expectations.

The Code places an obligation on all Parents to take responsibility for their own conduct and to work with staff, students and the community to cooperatively achieve a consultative and collaborative School environment that people are happy and proud to be part of.

#### **4. EXPECTATIONS OF PARENTS IN ACCORDANCE WITH THIS CODE**

By accepting an offer to enrol a child with Lindisfarne Anglican Grammar School, Parents must be aware of this Code and conduct themselves accordingly. Parents are also expected to ensure that other individuals involved in their child's life, such as other relatives and carers also comply with this Code.

#### **5. WHAT IS EXPECTED OF YOU AS A PARENT?**

Parents are expected to support the Anglican ethos and values of the School, model appropriate behaviours for their children to learn from, and work with the School as it educates and provides pastoral and educational support to all students.

As a Parent, you are expected to:

- Read, understand, accept and adhere to the School's policies, procedures, directions and codes (copies of which can be found on the School website or intranet).
- Uphold the School's vision and values.
- Model appropriate behaviours for your child and lead by example.
- Support your child in taking advantage of, and participating fully in the educational opportunities and programs offered by the School (including sporting and extracurricular activities).
- Respect, and show to your child you respect, that the School is inclusive and welcomes students from a variety of backgrounds, and with different needs.
- Complete forms and provide permissions in a timely manner when requested to do so by the School.
- Ensure that your conduct is consistent with the ethos of the School and does not damage the reputation of the School.
- Maintain a mutually beneficial relationship of trust and co-operation with the School, which fosters your child's education.
- Work collaboratively with the School's staff, students, volunteers and community.
- Demonstrate proper use and care of School equipment, furniture, buildings and grounds.
- Be responsive to concerns raised by the School about your child, including by being cooperative, providing information and attending meetings when required.
- Keep the School informed about your child's behavioural or educational needs, including by providing updated medical information as it becomes available. Parents need to also appreciate that while the School will take into account any new information, the School cannot accommodate every need.
- Keep the School informed about your child's parenting arrangements, including any court orders that may be in place. However, Parents should not involve the School in parenting disputes, or expect the School to act as the go-between for estranged Parents.

- Recognise the damage that gossip can do within a school community, and avoid unconstructive commentary (including criticism, uninformed rumors or speculation) with other Parents, including on social media.

## 6. RESPECT FOR MEMBERS OF OUR COMMUNITY

**The School also expects Parents to treat all others with respect and courtesy.**

Parents have a special responsibility in presenting themselves as appropriate role models for students.

Equally, it is important that Parents treat all staff, contractors, students and fellow parents with respect. "Respect" is intentionally a broad concept. The following is a non-exhaustive list of behaviours that are not respectful:

- Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language.
- Bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse.
- Actual or threatened aggression or violence.
- Behaviour that causes a risk to a person's health, safety and wellbeing.
- Defamatory or disrespectful comments.
- Gossip, rumour, and innuendo.
- Raising one's voice, or using offensive language, while communicating.
- Age-inappropriate language when communicating with children.

Please note that Parents must not discriminate against, harass for any unlawful reason, or bully for any reason any staff member, contractor, student or fellow parent. Unlawful harassment or discrimination may constitute an offence under the *Anti-Discrimination Act 1977* (NSW) or federal discrimination.

## 7. USE OF TECHNOLOGY AND SOCIAL MEDIA

The expectations set out in this Code can also apply to the way a Parent uses technology and behaves online.

For example, Parents should:

- Respect a staff member's professional and personal boundaries, by not using their personal online presence to raise School matters (or otherwise engage in disrespectful behaviour).
- Not take photos, videos or other recordings of another student without their Parent's consent, and not publish information (including personal details, contact information, images and recordings) concerning a staff member, Parent, student or other member of the School community online without express consent.

- Avoid publishing information which may bring the School (or any of its staff, students, Parents and other members of the School community) into disrepute. This includes where an image or recording shows a student in School uniform behaving inappropriately.
- Not communicate with other students outside of the School, including by email or on social media, without prior consent from that student's Parent(s).
- Not discuss confidential or sensitive School matters, including in relation to grievances about a particular staff member or student, online.
- Not set up any online website, forum or group which features the School's name in its title, or which may suggest that it is operated or sanctioned by the School.

## **8. PARENTS ON SCHOOL GROUNDS**

Parents must respect the School's risk-management procedures when visiting the School. Parents should immediately proceed to Reception upon arrival to sign in, and should only enter a classroom or other student environment when invited to do so by a staff member. This requirement does not apply when visiting the School only to:

- Attend an activity or event to which all members of the School community have been invited; or
- Drop off or collect a child from School.

### **Visits generally**

When visiting the School, or attending School activities and events, Parents should model appropriate and respectful behaviours. This includes:

- Complying with applicable occupational health and safety and risk-management procedures.
- Complying with any reasonable directions given by the School's staff.
- Showing appropriate care and regard for the property of the School and others. Any damage should be promptly reported to the School.
- Demonstrating good sporting conduct and fair play when attending the School's art, drama and sporting events.
- Dressing appropriately for the occasion.
- Not being under the influence of drugs or alcohol.
- Behaving lawfully on School grounds whether at events hosted by or connected to the School, whether conducted on site or otherwise.

### **Drop off / pick up**

When dropping off and picking up students from the School, Parents are expected to ensure the health and safety of all members of our School community, as well as the wider community, at all times.

Parents must comply with all traffic rules and any School traffic management system in place. This includes adhering to applicable speed limits, observing all traffic signs, limiting the use of car horns (unless indicating imminent danger), and parking appropriately and safely.

## **9. HOW TO RAISE A CONCERN WITH THE SCHOOL**

The School is committed to the education and wellbeing of each student. It is therefore critical that Parents are able to raise genuine concerns and grievances they may have about such matters in an appropriate, constructive and respectful forum.

The School's grievance-management procedures are set out in the Communication Guidelines and Complaint Handling Policy (Parents and Guardians). This policy sets out how concerns and grievances may be raised with the School; who they should be raised with; and how the School will deal with these in a respectful and timely manner.

Parents with concerns and grievances should consult the policy. However, in general:

- Parents should not communicate with another student about an issue concerning their own child. Parents must not attempt to discipline a student who is not their child, and should not raise their voice or be aggressive or hostile when communicating (verbally or nonverbally) with another family's child.
- Parents should raise their concerns with their child's teacher in the first instance. More serious concerns or grievances, including where a Parent is dissatisfied with a teacher's response to a concern, may be raised with the appropriate member of the School leadership (as set out in the policy).
- Parents should arrange a face-to-face meeting to discuss their concerns and grievances, rather than relying on email or other written communications.
- Parents should clearly set out their concerns and grievances, and what they would practically like to see happen.
- Parents should appreciate that while the School is committed to dealing with their concerns and grievances in a timely manner, it will not always be practicable for staff to provide an immediate acknowledgement or response (particularly where a concern or grievance is sent by email).
- Parents should respect that the School employs experienced educators and other professionals who are well-trained in making academic, disciplinary, extracurricular, pastoral and wellbeing decisions every day. Understand that while the School will always take into account the interests of the Parent's child, the School must ultimately make decisions that take into account the interests of all students (and others who may be affected by the School's decisions).
- Parents should recognise that just as the School will seek to respect each student's privacy, the School will also respect the privacy of other members of the School community. This means there are limits to what information the School will share with a Parent when issues arise. This does not mean that the School is not taking an issue or situation seriously, or hiding information from a Parent.

- If a Parent is not satisfied with the School's response to a concern or grievance, a School policy may provide a Parent with a right to request an internal review of the School's decision. Alternatively, an external body, court or tribunal may be able to deal with the issue. The School respects a Parent's rights to invoke formal grievance-resolution procedures. However, Parents who refuse to engage in constructive processes that may resolve their grievances, or who choose to publicly air their grievances about the School (and in particular about staff or students) on social media, are not welcome.

## 10. WHAT HAPPENS IF I BREACH THE CODE?

**As a School Parent, you hold a position of responsibility and trust, and are accountable for your actions.**

The School reserves the right to take action in response to conduct by a Parent that is not consistent with the conduct set out in this Code. The consequences of inappropriate behaviour and breaches of this Code remain at the School's discretion, and will depend on the nature of the breach.

The Principal may implement one or more of the following consequences (and not necessarily in any particular order):

- A request that the relevant conduct immediately cease.
- A written warning.
- A Parent (or another relevant person) being banned from the School's grounds, either for a particular period of time or permanently.
- A Parent (or another relevant person) being excluded from School activities or events.
- A requirement that a Parent (or another relevant person) only communicate with a nominated School representative.
- Termination of the enrolment of a Parent's child(ren).

Concerns about a Parent's failure to comply with this Code should be communicated to the Principal or the relevant Head of Sub School.


The School expects that Parents will respect the staff handling such concerns, and ensure that the matters discussed remain confidential, insofar as it is reasonably practicable to do so.

Staff and volunteers are encouraged to indicate to a Parent that their behavior is inappropriate and ask that it stop. If it does not, or if a staff member feels that a Parent's actions are posing a risk to their or someone else's health and wellbeing, they are empowered to remove themselves from the situation. Such action may include by immediately concluding a meeting or phone call, or by demanding that a Parent immediately leave the School grounds (or a School activity or event). In addition, it is open to the School to limit the Parent's access to, or participation in School events, and up to the termination of enrolment of that Parent's child(ren) at the School.

## 11. POLICY ADMINISTRATION

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the School. The School reserves the right at its sole discretion to vary or cancel this Code at any time.

This Code will be reviewed periodically, or in the event of any information or incident that indicates the need for earlier review, or following relevant legislative or organisational change.

<b>CODE007 Code of Conduct – Parent</b>	
<b>Policy Version</b>	Version 2
<b>Date of Formulation</b>	November 2020
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<b>Date of Next Review</b>	January 2025
<b>Owner</b>	Stuart Marquardt
<b>Position</b>	Principal
<b>Approved by the Principal</b>	 May 2021

## 12. RELATED DOCUMENTS

- Conditions of Enrolment
- Student Code of Conduct – Students
- Code of Conduct - Volunteers
- Lindisfarne Anglican Grammar School Codes, Policies and Procedures