

COMMUNITY CODE (INCLUDING PARENTS OR GUARDIANS) OF CONDUCT POLICY AND PROCEDURE

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| Approving authority | Executive Management Team (EMT) |
| Purpose | This policy and procedure has been developed to comply with the VRQA Minimum standards and set out the expectations of parents and guardians and the community. |
| Responsible Officer | Principal |
| Associated documents | <p>Student Acceptance Agreement</p> <p>Anti-Bullying and Harassment Policy and Procedure</p> <p>Anti-Discrimination Policy and Procedure</p> <p>Child Safety Policy and Procedure</p> <p>Information, Communication and Technology (ICT) Acceptable Use Policy and Procedure</p> <p>Human Resources Policy and Procedure</p> <p>Responding to and reporting allegations of suspected child abuse Policy and Procedure</p> <p>Student Behaviour Management Policy and Procedure</p> <p>Student Complaints and Appeals Policy and Procedure</p> <p>Student Services and Support Policy and Procedure</p> <p>Younger Students and Homestay Policy and Procedure</p> <p>Record Management Policy and Procedure</p> |

1. RATIONALE

All Victorian Non-Government Schools are required to implement a Parent or Community Code of Conduct to comply with the Victorian Registration and Qualifications Authority (VRQA) Minimum Standards for a Registered School.

Ozford 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 community are expected to support, encourage and model the values of the College and set a positive example with their actions, behaviour and speech.

This mandatory Community Code of Conduct (Code) provides guidance for parents, guardians and the community regarding the conduct expected of them whilst on the College campus, engaging in College related activities or when communicating with members of the College community, including on social media.

2. SCOPE

This Code applies to adults responsible for caring for students, including parents, guardians, step-parents, caregivers, etc. The term “Parents” applies to all caregivers as listed above.

This Code also requires that parent actions, behaviours or comments do not bring the College into disrepute at any time regardless of whether the action occurs within or outside of College activities.

The application of this Code is not limited to the College campus or College hours. It extends to all activities and events that are school-related and when visiting or representing the College in all school environments. School environments means any of the following physical, online or virtual places, used during or outside school hours:

- A campus of the College;

- Online or virtual College environments made available or authorised by the school governing authority for use by a child or student (including email, intranet systems, software applications, collaboration tools, and online services); and
- Other locations provided by the College or through a third-party provider for a child or student to use including, but not limited to, locations used for:
 - camps;
 - approved homestay accommodation;
 - delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or
 - sporting events, excursions, competitions or other events.

3. POLICY

- 3.1 The College has zero tolerance to child abuse and is committed to the protection and wellbeing of all children in all College environments.
- 3.2 The College values are:
- **Unity:** We work together to achieve our vision, mission and strategic objectives.
 - **Passion:** We are passionately committed to delivering quality educational experiences and expanding all learners' horizons through informed learning and teaching.
 - **Excellence:** We strive for the highest quality in every aspect of our work.
 - **Respect:** We respect all our students, staff and other stakeholders by providing a caring and culturally safe community based on openness, fairness and friendship. We recognise that with rights come responsibilities to ourselves, our clients and our stakeholders.
 - **Integrity:** We act responsibly and honestly in all we do.
 - **Diversity:** We promote intercultural awareness and understanding through authentic experiences both within the Ozford community and the broader Australian and global community.
- 3.3 Parents are encouraged to read and understand the College policies including this Code which are available via the College website.
- 3.4 This Code operates in addition to any other College policies and procedures which may apply to Parents and may be varied from time to time by the College.
- 3.5 Parents and guardians are bound by this Code as part of the Student Acceptance Agreement.
- 3.6 As required by Ministerial Order 1359 Managing the Risk of Child Abuse in Schools and School Boarding Premises, this policy is reviewed after any significant child safety incident, or at least every two years, and improved where applicable.

4. CODE OF CONDUCT

Conduct and Bearing of Parents

- 4.1 It is expected that parents will:

- comply with relevant legal obligations under Commonwealth and State Law, and any court orders.
- comply with the College child safe policies at all times.
- treat students, families and other staff with respect both within the College environment and outside the College environment as part of normal social and community activities ie.
 - behave with courtesy and consideration for others and treat members of the College
 - listen and respond to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
 - support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
 - support the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds including international students
 - support the safety, participation and empowerment of students with disability, students who are unable to live at home, and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students
- accept the authority of College staff members, comply with any reasonable direction, allow staff to supervise and manage students without interference and only enter an active classroom when invited to do so by a staff member.
- be responsive to concerns raised by the College about their children and actively participate in College processes to address Student behaviour.;
- complete forms and provide permissions in a timely manner when requested to do so by the College.
- behave in a manner that does not endanger the health, safety or wellbeing of themselves or others; and abide by 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 relationships with students and any physical contact with students is appropriate, given the age of and relationship with the student;
- community with inclusiveness and respect, and refrain from bullying, harassment or vilification, or using language or conduct that is insulting or derogatory;
- as far as practical, ensure they are not left alone with a child. Where left with the responsibility of a single child, staff should ensure they are in an open space in view of others.
- refrain from activities, conduct or communication that could bring the College into disrepute or could be reasonably seen to undermine the reputation of the College, staff or students of the College (including activities on social media);
- respect College property and the property of staff, contractors, volunteers and other students and promptly report any damage;

- 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 activities;
- as required by law, never smoke in the College campus;
- advise the College of areas of potential family issues / conflict, such as parenting and family court orders in accordance with the relevant laws. Parents should not expect the College to act as the go between for estranged families;
- attend College events where they are requested and able to do so; and
- report any allegations of child abuse or other child safety concerns to the Principal or the High School coordinator.

Unacceptable conduct

4.2 Unacceptable conduct includes:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children, staff or others in a manner which is not appropriate and may endanger the health, safety or wellbeing of that person;
- any form of physical or verbal violence including fighting, assault or threats of violence;
- any form of cyber bullying or cyber abuse;
- any form of threatening language, gestures or conduct;
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, staff member, contractor, volunteer or other person;
- theft, fraud or misuse of College resources including ICT;
- the use of inappropriate or profane words, gestures or images;
- participating in meetings online, visiting the College or attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health; and
- smoking on the premises or within the immediate environs of the College

Communication and interaction with Staff, other parents and students

4.3 Written and spoken communication with anyone in the College community, including staff members, other parents and students, should be courteous and respectful.

4.4 When communicating, Parents must:

- interact civilly with staff, students and other parents;
- refrain from offensive, derogatory or abusive language or expletives, and must not raise their voice, insult or engage in violent behaviour to anyone;
- not discipline or raise their voice in verbal altercations with another person;
- not intimidate, undermine, threaten, bully or harass others;
- refrain from unconstructive commentary (including criticism, uninformed rumour or speculation), either directly or online; and

- not disclose personal details of an individual to another person without consent.

Social Media

4.5 When using social media in particular, Parents must:

- be respectful of members of the College community;
- only post information (including personal details, contact information, images and recordings) of another student (other than their own child) with express prior consent from the student's parents;
- only make contact with a student (other than their own child) about College related matters using any form of direct messaging based social media with the express consent of the student's parents;
- respect the privacy of other students, parents, staff, contractors and volunteers in the College community;
- not disclose any confidential information of another member of the College community (such as another parent, staff, contractors, volunteers, and/or students) to third parties without the individual's express consent;
- not use any social media as a means to voice grievances about the College, and abstain from discussing or mentioning the College, its staff or any members of the College community in a negative or defamatory way;
- refrain from publishing any information which may bring the College or any member of the College community into disrepute, including any images and recordings of students with the potential to bring negative connotations towards the College, its staff or students;
- remove any photos or comments posted on social media when requested by the College; and
- not set up any online website, forum or group which features the College's name in its title, or which may suggest that it is operated or sanctioned by the College, except with the prior written consent of the College.

5. Procedure

- 5.1 The College will make the College policies including this Code available via the College website.
- 5.2 The Student Acceptance Agreement will include this Code of Conduct.
- 5.3 The College takes seriously genuine complaints and grievances that are brought to its attention and acknowledges the rights of Parents to express their concerns related to the education of their child or other matters related to the College.
- 5.4 Parents should raise the matter with the appropriate staff member as set out in the Student Complaints and appeals Policy and Procedure, and in a manner consistent with this Code.
- 5.5 Where a staff member believes this Code has been breached, they can lodge a complaint in accordance with the Student Complaints and appeals Policy. Breach
- 5.6 Where the College is satisfied there has been a breach of this Code, the Principal or her delegate will request the Parent cease the particular behaviour and/or implement one or more of the following consequences:

- limit or ban a parent from entry onto College grounds, attending College related functions or College based activities;
- direct that a parent may only communicate with members of staff through a nominated College representative;
- take such other steps (such as warnings, mediation, direction to provide an apology, etc.) as deemed appropriate, according to the nature of the breach; and/or
- terminate the enrolment of the child/children of that Parent.

5.7 Parents who continually breach this Code of Conduct will be referred to the Principal, who will take action, which may include suspension or expulsion of the Parent's child/children.

5.8 In accordance with applicable legislation and the College's Child Safety Policy and Procedure, the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.

6. FEEDBACK

Feedback or comments on this policy and procedure is welcomed by the listed responsible officer.