



## Our Lady Star of the Sea School

### Parent–School Relationships Code of Conduct

#### Introduction

At Our Lady Star of the Sea School, we are committed to nurturing respectful relationships and active partnerships with you as parents. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

As parents, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships.

This Code of Conduct is intended to guide you in your dealings with staff, other parents, students and the wider school community. It articulates the school's key expectations of both staff and parents with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the school's:

- Respectful Relationships Program
- CEM Complaints Policy 2.20 (Adopted by Our Lady Star of the Sea 2016)
- Pastoral Care and Student Well-Being Policy
- OHS Policy
- Privacy Policy

#### Our Culture of Respectful Relationships

Among students, staff and parents we strive to develop the following:

- a respect for the innate dignity and worth of every person
- an ability to understand the situation of others
- a cooperative attitude in working with others
- open, positive and honest communication
- the ability to work respectfully with other people
- trusting relationships
- responsible actions.

#### **In promoting and upholding this culture, we expect that parents will:**

- support the school's Catholic ethos, traditions and practices
- support the school in its efforts to maintain a positive teaching and learning environment
- understand the importance of healthy parent/teacher/child relationships and strive to build the relationships
- adhere to the school's policies, as outlined on the school website
- treat staff and other parents with respect and courtesy.

#### **In promoting and upholding this culture, we expect that staff will:**

- communicate with you regularly regarding your child's learning, development and wellbeing
- provide opportunities for involvement in your child's learning
- maintain confidentiality over sensitive issues
- relate with and respond to you in a respectful and professional manner
- ensure a timely response to any concerns raised by you.

## Raising Concerns and Resolving Conflict

### ***(Refer also to our Complaints Policy)***

In raising concerns on behalf of your child, or making a complaint about the school's practices or treatment of your child, **we expect that you will:**

- listen to your child, but remember that a different 'reality' may exist elsewhere;
- observe the school's stated procedures for raising and resolving a grievance/complaint;
- follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner;
- refrain from approaching another child while in the care of the school to discuss or chastise them because of actions towards your child. Refer the matter directly to your child's teacher for follow-up and investigation by the school.
- refrain from approaching another parent about a school related matter. Contact your child's teacher as school matters will be resolved at school level.

In responding to your concerns or a complaint, **we expect that staff will:**

- observe confidentiality and a respect for sensitive issues
- ensure your views and opinions are heard and understood
- communicate and respond in ways that are constructive, fair and respectful
- ensure a timely response to your concerns/complaint
- strive for resolutions and outcomes that are satisfactory to all parties.

## Staff Safety and Wellbeing

The school places high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviours as harmful and unacceptable in so far as they compromise the safety and professional wellbeing of our staff. These behaviours include, but are not limited to:

- shouting or swearing, either in person or on the telephone
- physical or verbal intimidation
- aggressive hand gestures
- writing rude, defamatory, aggressive or abusive comments to/about a staff member (emails/social media)
- racist or sexist comments
- damage or violation of possessions/property.

When a parent behaves in such unacceptable ways, the principal or a senior staff member will seek to resolve the situation and repair relationships through discussion and/or mediation.

Where a parent's behaviour is deemed likely to cause ongoing harm, distress or danger to the staff member and others, we may exercise our legal right to impose a temporary or permanent ban from the parent entering the school premises. In an extreme act of violence that causes physical harm to the staff member and his/her property, the matter may be reported to the police for investigation.

## Acceptable school related social media responsibilities and behaviours

We request that parents refrain from public criticism of children and school staff. Parents are expected to refrain from discussing the business of school or children attending school in any public forum, including social media sites. Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.

For privacy reasons, a number of Our Lady Star of the Sea parents do not allow their child's photo to be taken by others during school hours and at school approved activities. We ask that parents only post pictures of their own children on social networking sites, unless they have permission from the other student's parent/guardian.

The school has an official Parent and school Facebook page and Instagram. Other Facebook pages or social media pages are not to be created in the school's name. Private messenger groups with the intent to support parent communication and relationships are acceptable. Please discuss further with the school Principal if you are requiring clarification.

**Initial Policy: March 2019**

**Ratified: Ratified by the School Education Board in May 2019**

**Reviewed: June 2020**

**Next Review: 2023**