

Parental and Visitor Code of Conduct

Purpose:	The purpose of this policy is to outline the code of conduct expected of parents, visitors and community members of Stuartholme in relation to their roles in our community.	
Scope:	The policy covers the parents, visitors and community members conduct in relation to their involvement with the school and their relationship with the Principal and school staff. This policy is not intended to cover issues in relation to students which is dealt with under the Stuartholme Student Protection Policy.	
Status:	Approved	Supersedes: All previous Parent Code of Conduct Policies
Authorised by:	Board Chair	Date of Authorisation: May 2018
References:	<ul style="list-style-type: none"> • Enrolment Contract • Stuartholme Dispute Resolution Policy • Stuartholme Family Law Policy • Stuartholme Formal Complaints Policy • Stuartholme Child Protection Policy • Stuartholme Student Positive Expectations and Behaviour Guidelines • Stuartholme Student Peer Relationships Policy • Stuartholme Student Responsible Use of Technology and Social Media Policy • Workplace Bullying and Harassment Policy • Statement of Principles • Staff Code of Conduct • Enterprise Bargaining Agreement 	
Review Date:	Annually	Next Review Date: May 2019
Policy Owner:	School Governing Body	

1. Our Values

The Goals of Sacred Heart Education frame every activity and interaction at Stuartholme School. We strive to create a community that lives out the spirit of Cor Unum – which means ‘One Heart.’

This Code of Conduct is underpinned by the third goal of Sacred Heart Education – The Building of Community as a Christian Value.

Stuartholme strives to develop and nurture a strong sense of community underpinned by Christian values.

To achieve this goal, parents should be made aware of the contents of this Code and expectations of their behaviour and they and all visitors to the school should be met with a welcoming and safe environment.

2. Purpose and Application of this Code of Conduct

Stuartholme is committed to working with parents, volunteers and our wider school community in the education of our students and acknowledges the valuable contribution of our parents and volunteers in this endeavour.

This Code of Conduct is implemented by Stuartholme to formalise to all parents and visitors to the school, our expectation of standards of behaviour.

It applies to parents of students and visitors interacting within the school community. It also covers all forms of communication, whether written, spoken, or through social media. Stuartholme acknowledges the right of all persons to be treated with respect and dignity. We expect that all adults to which this policy applies will behave in a respectful, polite and reasonable manner towards each other, our students, teachers, employees, parents and all other visitors to the school.

Stuartholme has an obligation to provide a safe environment for its students and staff. Parents and other visitors to the school, by being members of the Stuartholme community, have an obligation to ensure that their conduct supports this requirement.

3. Issues Outside of this Code of Conduct

This Code of Conduct does not apply to the conduct of students and staff.

Student conduct is dealt with separately in the Student Positive Expectations and Behaviour Guideline, the Student Peer Relationships Policy and the Student Responsible Use of Technology and Social Media Policy.

The conduct of staff is dealt with under the Child Protection Policy, the Staff Code of Conduct, the Workplace Bullying and Harassment Policy, the Stuartholme School Enterprise Bargaining Agreement and each employee’s contract of employment.

This Code of Conduct is not intended to limit the application of the Stuartholme Dispute Resolution Policy or the Formal Complaints Policy. If any parent or visitor to Stuartholme has an objection to the manner in which this Code of Conduct has been implemented or applied, the Dispute Resolution Policy and Formal Complaints Policy will apply to resolve that objection.

4. In living out the Goal of Building Community as a Christian Value, we strive to develop the following:

- A safe and secure environment for students and staff;
- A School Community where Parents and other community members are encouraged to support and participate in the life of the School;
- A focus at all times on the wellbeing of each individual Stuartholme girl and each Stuartholme staff member.

5. As a Parent, Guardian or other Visitor to the School you are required to observe the following standards of behaviour

5.1 General requirements

- Conduct yourself in a manner which enhances the operation of the school, its staff and the wider Sacred Heart Community.
- Follow and support Stuartholme's implementation of the Sacred Heart Goals and values and act in accordance with those goals and values.
- Uphold and comply with all applicable laws, policies and procedures at a school, local, state and federal level (including all Student Protection and Workplace Health and Safety rules).
- Comply with all Stuartholme School policies. In particular, parents are directed to the requirements of the Privacy Policy.
- Disclose fully and accurately any information required by Stuartholme in its enrolment process.
- Ensure that your presentation, personal appearance and behaviour is appropriate for the school community.
- Be welcoming to all members of the school community and treat all persons with respect and dignity.
- Avoid harm to school property. Showing proper care and regard for School property, the property of others and Workplace, Health and Safety considerations.
- If participating in a school program on a voluntary basis, seek guidance and direction from staff and follow those directions in all school activities, including but not limited to camps, excursions, sporting and other co-curricular activities.
- Where parents through their business interests seek to act as a supplier of goods or services to the school, parents should avoid conflict between commercial interests and their role and responsibilities as parents. Compliance with this Code should guide their behaviour at all times.

5.2 Communication and behaviour

- Communicate at all times in a constructive, timely, honest and courteous manner. Respect the wishes of other persons with whom you are communicating.

- Parents in particular are expected to interact civilly with staff, students and other parents at all times. Written and spoken communication should be courteous and respectful.
- Abusive language, raising your voice, insulting or violent behaviour to **anyone** on School grounds or at any School-related event, is not appropriate.
- Parents are students' most significant role models. Accordingly, the School expects a high standard of personal behaviour from parents when they are on School grounds, attending events or communicating with staff or other students. For example: Refraining from engaging in malicious or judgmental gossip (either directly or online), and ensuring that anything they say about others is fair and truthful.
- Commit to a school community that is free from unlawful discrimination, victimisation or harassment.
- Refraining from actions and behaviour that constitutes bullying, harassment, discrimination or vilification.
- Refraining from offensive, insulting or derogatory language or conduct.
- Not smoking on School grounds or within 5 metres of the School boundary (This is required by Queensland law.)
- Not possessing alcohol on School grounds, unless the event has been sanctioned by the School.
- Not attending School events if affected by alcohol or any other intoxicant.

5.3 Use of Social Media

Social media can be defined as how we use technology to communicate and connect with others. Despite the range of positive uses for social media, there are also a number of ethical and legal issues associated with its use. Many people may hold the mistaken belief that anything published online will be without legal consequence.

However, parents should be aware that there are a number of potential legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage, and defamation. Parents can ensure they abide by the laws and the School's expectations of its parents, by complying with the following:

- The School, its staff and members of its community should not be mentioned or discussed in a negative or defamatory way.
- Photographs of students in school uniform (including all sporting uniforms) represent the School and its students and should not be posted without the prior permission of the School (in writing).
- Photographs containing other students should not be posted without the express consent of the other child/children's parents.
- Email addresses of parents, staff and students should not be given to other people without their express consent.

6. Related Documents

This Code of Conduct is to be read with, and operates in conjunction with all other Stuartholme School policies and the Conditions of Enrolment.

7. Acceptance

By entering into the Enrolment Contract, all parents are accepting this Code of Conduct in its entirety and acknowledge that they will at all times comply with its requirements.

By entering onto the Stuartholme School grounds, or agreeing to be a volunteer at a Stuartholme School run event, all persons agree to be bound by and comply with the requirements of this Code of Conduct.

8. Consequences of Non-Compliance

The consequences for breaches of this Code of Conduct will be determined by the Principal and may include one of the following:

- The School may ban a parent, guardian or visitor from entry to School grounds or from attending co-curricular activities or other events.
- The School may direct that a parent/guardian may only communicate with members of staff through a nominated School representative.
- In cases of extreme or prolonged breach of this Code of Conduct by a parent, the School may terminate the enrolment of the child of that parent.
- The School may, where appropriate, involve other authorities.
- The School may take other such steps as it deems appropriate according to the nature of the breach.