



ST JOSEPH'S SCHOOL ROCHESTER

Excellence in Education Provided in a caring Catholic Community

P.O. Box 230, Rochester 3561 Ph: 5484 1797 Fax 5484 3155
www.sjrochester.catholic.edu.au

St Joseph's will provide a child safe environment where all children have the right to be treated with respect and will be protected from harm

Re: School Code of Conduct

Dear families,

At St Joseph's we are introducing a Parent/Carers/Guardian – School Code of Conduct to ensure clarity about the behavioural standards that parents and staff can reasonably expect of each other. It is our intention that by the implementation of this Code of Conduct we will continue to promote and advance respectful, cooperative and supportive relationships between parents/carers/guardians and staff.

This process is supported by our deep commitment to human life being sacred and to the dignity of the human person at all times being honoured and respected. The implementation of this Code of Conduct will contribute to the ongoing development of our school as a healthy, safe and hope filled community.

Our School Board members and staff have recently engaged in a process to further deepen understanding of the importance of nurturing active partnerships with you as parents. We believe that each child's learning journey is enriched through positive and reciprocal home and school relationships.

The introduction and implementation of this Parent/carers/Guardian - School Code of Conduct is one violence prevention strategy in promoting a shared understanding and commitment of all in the promotion of the school as a safe workplace for our staff and students. We are here to support you and your children. We expect that everyone will act and speak respectfully, listen and work together to resolve issues of concern and or problems as they arise.

Please see attached a copy of the Code of Conduct (which is endorsed by Catholic Education Sandhurst) for your reference. This is further supported by some visuals in the Administration area of our school.

Yours sincerely

Peter Teggelove
Principal



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Code of Conduct Introduction

At St Joseph's we are committed to nurturing respectful relationships and active partnerships with you as parents/carers/guardians. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

As parents/carers/guardians, 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 within a Catholic faith tradition

This Code of Conduct will guide your interactions and communications with staff, other parents/carers/guardians, students and the wider school community. It articulates the school's key expectations of both staff and parents/carers/guardians 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:

- Occupational Health and Safety Policy
- Complaints Policy and procedure
- Child Safe Policy

Our Culture of Respectful Relationships

Among students, staff and parents/carers/guardians 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; and
- Responsible actions

In Promoting & 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; and
- Ensure a timely response to any concerns raised by you.

In Promoting & Upholding this Culture, we expect that PARENTS will:

- Support the school's Catholic ethos, traditions and practices;
- Treat staff, students and other parents/cares/guardians with respect and courtesy;
- 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.

Raising Concerns & 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; and
- 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.

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; and
- Strive for resolutions and outcomes that are satisfactory to all parties.

Safety & Wellbeing

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

- Shouting or swearing, either in person or by other means
- Physical or verbal intimidation and or threats
- Aggressive hand gestures;
- Writing rude, defamatory, aggressive or abusive comments to/about a member of the school community (emails/social media);
- Racist, sexist or other denigrating comments or images
- Acts of violence; or
- Damage or violation of possessions/property.

When an adult behaves in such unacceptable ways, the Principal or Principal's nominee will seek to resolve the situation in one or more of the following ways:

1. repair relationships through discussion and/or mediation.
2. exercise our legal right to impose a temporary restriction or permanent ban from the school premises
3. report the incident to the police.

This Code of Conduct is endorsed by Catholic Education Sandhurst.

Date of implementation: September 2018

Date for Review: January 2020

Procedure For Breach of: Parent/Carers/Guardians – School Code of Conduct

Introduction

The procedure is provided for Principals to support the resolving of situations when a parent/carer/guardian behaves in unacceptable ways as outlined within the Parent/Carers/Guardians – School Code of Conduct.

The Principal or Principal's nominees will seek to resolve such situation/s in one or more of the following ways;

1. Repair relationships through discussion and or mediation
2. Exercise their legal right to impose a temporary restriction or permanent ban from the school premises
3. Report the incident to the police.

The Leadership of Catholic Education Office Sandhurst acknowledges the complexity of such situations and recommends the following procedure:

The Principal

1. Informs the employing authority of the incident
2. Reports the incident to the Catholic Education Office: Principal Consultant
3. Documents the incident
4. In the first instance aims to repair the relationship through discussion and or mediation
5. In situations where restorative processes have failed seeks support of the appropriate personnel from the Catholic Education Office Sandhurst e.g. Principal Consultant and or Assistant to Director Legal, Industrial and Human Resources.
6. Will be encouraged to seek ongoing support through Professional Supervision as appropriate.

The Catholic Education Office

1. The Principal Consultant in discussion with the Principal upon report of the incident/continuous breach will determine need for further reporting to the Assistant to the Director: Legal, Industrial and Human Resources and the Director of Catholic Education.
2. The Principal Consultant will encourage the Principal to seek Professional Supervision as appropriate.
3. In the event a breach (or an ongoing breach) of the Code of Conduct by a parent/carer/guardian is reported to the Catholic Education Office personnel (as above) appropriate responses will be determined in consultation with the Principal. This may include:
 - The issuing of a warning (verbal and or written) to the parent/carer/guardian
 - Implementation of a process for a temporary restriction of the parent/carer/guardian from the school
 - Implementation of a process for a permanent ban of the parent/carer/guardian from the school
 - Direct report to the Police for further investigation.

Personnel from the Catholic Education Office will seek legal advice as appropriate.

Procedure created: **May 2018**

This is OUR SCHOOL This is OUR WORKPLACE



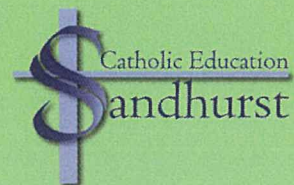
We expect that
EVERYONE will

- act & speak respectfully
- listen
- work together

EVERYONE

has a right to feel safe

There is **NO** place for
threatening behaviours
which impact on all of us



We are here to support you and your children