



PARENT CODE OF CONDUCT 2020

PURPOSE:

At Spirit of Play we have a fantastic body of parents (including carers and extended family) who are involved in many aspects of the schools life and who provide critical support to the school, its teachers and the student population.

Spirit of Play Community School (the School) is committed to being a child-safe organisation, and ensuring a respectful and nurturing learning environment that is safe, positive and supportive for all students, staff and visitors. It is the intention of the School to provide clear guidelines to all parents and visitors regarding the conduct expected of them whilst on School grounds, engaging in School related activities or representing the School.

This Code highlights the importance of the partnership between school staff and community members for the benefit of the students at school and reflects the school's vision and values.

VALUES:

The Schools values are:

Nature; Nurture and Knowledge

ETHICAL CONDUCT AND COMMUNICATION WITH STAFF AND STUDENTS

This code of conduct covers all forms of communication whether written, spoken or through social media.

Communication to all community members including staff and students

Written and spoken communication to anyone in the School community should be courteous and respectful. When communicating, Parents and caregivers must:

- Interact civilly with students and other parents at all times.

- Not use abusive language or expletives, raise their voice, insult or engage in violent behaviour to anyone on school grounds or at any school-related events.
- Not use any form of intimidation.
- Not discipline or raise their voice or get involved with verbal altercations with another parent or child under any circumstances.

Communication with school staff

Parents and caregivers will on occasion need to approach the school in order to:

- Discuss the progress or welfare of your child.
- Express concern about the actions of other students.
- Enquire about school policy and practice.
- Engage with in-school/excursion activities; assist in classroom activities.
- Convey information about change of address, custody details, health issues.
- Express concern about the actions of staff.

There may be occasions when concerns cause frustration and anxiety. At such times it is important to organise a time to talk with school staff in an **unhurried and confidential** atmosphere.

All School staff are entitled to a safe and happy work environment. This is in the best interests of the students as well as staff themselves. Parents should therefore ensure that their interactions with staff **do not create unnecessary stress and anxiety**. The time available for parents to meet with staff is limited and must not disrupt the classroom. Parents should be mindful of the teacher's time, communicate the reason for a meeting and allow the teacher to set an appropriate meeting time (**usually after school**).

In cases where a parent does not interact civilly with staff, either in person in or outside of the School grounds, during a phone call, or via email, the staff member or school may take one of the following actions:

- Request that the parent cease their inappropriate communication in order to allow the communication to proceed.
- Inform the parent that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion.
- Request another staff member be present for the remainder of the meeting, if deemed necessary to proceed with such.
- Lodge a complaint against the offending parent.
- In extreme cases steps outlined below under "Breaches of this Code of Conduct" may be employed.

Communication about the school

Despite a range of positive uses of social media there are also a number of ethical and legal issues associated with its use, which can be directly or indirectly damaging to the School or

others. It is expected that social media will be used for the purposes of building community and contributing to a positive dynamic amongst parents.

Parents must ensure they abide by the laws and the School's expectations of Parents when using this medium. Specifically, when using social media, Parents must:

- Not discuss or mention the School, its staff or any members of the School community in a negative or defamatory way.
- Be respectful to staff, contractors, volunteers, other parents, and/or students.
- Not use it as a means to voice grievances about the School.
- Not set up any group with the School's name in its title. It may mislead any reader to believe the School moderates the page.
- Post photographs of students engaged in School activities, unless it is an image that the School has specifically approved for distribution.
- Make contact with students (other than their own) using any form of social media without the express consent of the student's parents.
- Contact details, e.g. email addresses or phone numbers of parents should not be given to other people without their express consent.

Conduct at School related events and activities

When attending the School or any School-related event, Parents and caregivers must:

- Refrain from engaging in malicious or judgemental gossip (either directly or online) and ensuring that anything they say about others is fair and truthful.
- Refrain from actions and behaviour that constitutes bullying, harassment, discrimination or vilification.
- Refrain from offensive, insulting or derogatory language or conduct.
- Not smoke on School grounds.
- Not attend School events if affected by alcohol (or any other intoxicant) or possess alcohol on School grounds, unless alcohol use at the event has been specifically sanctioned by the School.
- Show proper care and regard for School property, the property of others and Occupational Health and Safety regulations, including following the directions of School staff during an emergency.

Complaints and disputes

The School takes seriously any issues that are brought to its attention. If parents express their concerns to the School, they can expect to be treated with courtesy and respect in order to try and resolve the matter.

Parents have the right to raise issues and concerns related to the education of their child or school matters. Parents should ensure that they raise their issues and concerns with the person most closely concerned and follow the correct communication channels. Please refer to the

Disputes and Complaints policy for a comprehensive overview of the correct procedures to follow.

As a general guide, all issues should be first raised with the person responsible for the area of the School concerned - for example - a case of a conflict between children or an issue based in the classroom should be raised with your child's class teacher. A private conversation after school or an email is considered appropriate. Administrative issues (such as missed communications etc) should be raised with the Schools office staff. More serious issues may be raised with the School Principal. An appointment can be made at any time by contacting the School office.

The Schools Disputes and Complaints policy may be found on the School Stream App, or a copy may be requested at any time from the office.

Breaches of the Code of Conduct

Parents, caregivers and visitors who breach this Code of Conduct will be contacted by the Principal. Appropriate action, at the discretion of the Principal, may include but is not limited to:

- Being banned from coming onto School grounds, and attending School functions or School-based activities.
- Being limited to communicating with members of staff through a nominated School representative.
- In cases of extreme or prolonged breach of this Parent Code of Conduct, the School may terminate the enrolment of the children of that Parent, as determined by the Principal.
- The School, where appropriate, may involve other authorities.