

POLICIES AND PROCEDURES

Policy Name	Parent Code of Conduct
Constructed /Reviewed by:	Executive
Review:	Last Review: 2023, 2025 Next Review: 2027

Statement of Context

Yarra Valley Grammar School (the School) is committed to ensuring that the School environment is welcoming, open, safe, positive and supportive for students, staff, parents/guardians, visitors, contractors, volunteers and all members of the broader School community. The School aims to work in partnership with parents and/or guardians in the care and growth of each student.

This Parent Code of Conduct provides clear guidelines for parents/guardians about the conduct expected of them whilst on School premises, engaging in School-related activities, including offsite, or representing the School.

Breaches of this Parent Code of Conduct by a parent or guardian can lead to a termination of their child's enrolment.

Application

This Parent Code of Conduct applies to all parents/guardians of students enrolled at the School.

For the purposes of this Parent Code of Conduct, 'parent/guardian' includes any adult who plays a parental or caregiver role in relation to an enrolled student.

General Expectations

When visiting the School

The School expects all parents/guardians to:

- support and uphold the School's core values;
- abide by all of the School's policies and procedures, including in relation to child safety, anti-discrimination, bullying and harassment and privacy;
- only enter a classroom with permission from a staff member;

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- listen respectfully, in the same manner required by students and staff, when attending any kind of School assembly, presentation, performance, class event, or public meeting;
- follow proper School processes, including in relation to complaints;
- abide by the health and safety practices in place at the School, and at other locations at which the parent/guardian may represent the School or interact with members of the School community;
- comply with any government issued health orders or directions from the School;
- behave respectfully and courteously with all members of the School community (including but not limited to parents/guardians, staff, contractors, volunteers, students and visitors);
- respect School property and the property of students, staff, contractors and volunteers;
- respect the privacy of all students, staff, parents/guardians, volunteers, contractors, and other members of the School community;
- behave with integrity and in the spirit of an upright community; and
- accept the authority of the teacher (or teachers) when visiting a classroom and comply with any reasonable direction.

Parents/guardians must not:

- bully, harass or discriminate against any parents/guardians, staff, contractors, volunteers, students and visitors to the School;
- engage in behaviour or encourage any behaviour of other parents, students, contractors or members of the community which brings or is likely to bring the reputation of the School into disrepute;
- behave or communicate (including online) in a manner which undermines the reputation of the School;
- place the health, safety or wellbeing of any other person (including students, staff, parents/guardians, volunteers, contractors, visitors or other members of the School community) at risk;
- smoke or vape while attending the School premises, or whilst engaging in School-related activities or representing the School; or
- be intoxicated by alcohol or under the influence of illicit drugs whilst on School premises, or whilst

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- engaging in School-related activities or representing the School;
- provide or allow a child (their child or other) to consume alcohol or illegal drugs.

When interacting with students

- The School is committed to the safety of all its students and expects parents and/or guardians to comply with its Child Protection Policy. This is publicly available on its website.
- When interacting with the School's other students on the School's grounds or at a School event including picking up or dropping off their child or attending a sporting event, camp or extracurricular event, parents and/or guardians must:
 - comply with the School's child safety commitment, policies and procedures;
 - comply with reasonable directions by the School's staff;
 - treat all students with respect and courtesy; and
 - immediately notify a staff member if they witness or become aware of any child safety concern or risk to students.
- Parents and/or guardians must not:
 - take a photo or video recording of a child if that child is not their own child, unless the parent of the child is present at the time and consents to the photo or video recording being taken;
 - discipline or reprimand a student about their behaviour if that child is not their own child;
 - act in a manner that places a student at risk of harm; or
 - bully or harass a student.
- The School retains the right to ask a parent and/or guardian to leave the School's grounds or event if it believes that the parent and/or guardian poses a risk to its students in accordance with the School's duty of care.
- Parents and/or guardians can discuss any child safety concerns with a Child Safety Officer.

When communicating with staff, contractors, volunteers and other members of the School community

- All staff, contractors and volunteers are entitled to a safe and enjoyable work environment.

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- If a parent and/or guardian contacts a staff member, contractor, or volunteer in relation to a query or concern, the recipient will respond within a reasonable period of time.
- In order to most effectively discuss a particular query or concern, parents and/or guardians wishing to speak to staff member, contractor, or volunteer (either in person or over the phone) must make an appointment in advance.
- Parents and/or guardians must:
 - speak to staff, contractors, and volunteers with courtesy and respect;
 - communicate with staff, contractors, and volunteers in a clear, friendly and open manner; and
 - respect the privacy of staff, contractors, and volunteers.
- Parents and/or guardians must not:
 - raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak;
 - speak to staff, contractors, volunteers or any other member of the School community in a derogatory or offensive manner;
 - take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;
 - share or post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;
 - assault (sexually or physically) a staff member, contractor or volunteer; or
 - intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

When communicating with other parents/guardians

- Parents and/or guardians must:
 - speak to other parents with courtesy and respect;
 - contribute to a positive and friendly culture within the School community;
 - support and encourage the values, activities and ethos of the School; and
 - respect the privacy of other parents.

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- Parents and/or guardians must not:
 - raise their voice when speaking to other parents;
 - deliberately exclude a parent and/or guardian or treat a parent and/or guardian differently to other parents and/or guardians;
 - speak to other parents in a derogatory or offensive manner;
 - take a photo or video recording of another parent without their consent;
 - share or post a photo or video recording of another parent on social media without consent;
 - intimidate, undermine, threaten, bully or harass other parents; or
 - disclose the personal details of a parent and/or guardian to another person without consent.

When using social media

- Parents and/or guardians recognise the potential for damage to be caused, directly or indirectly, to the School and others as a result of their personal use of social media especially in circumstances when they can be identified as a parent and/or guardian of the School.
- When using social media, parents and/or guardians must:
 - respect a person's professional and personal environment and must not harass, intimidate, threaten, bully or undermine other people online;
 - act with integrity;
 - be respectful to staff, contractors, volunteers, other parents, and/or students while conducting themselves online;
 - never reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and/or students at the School; and
 - not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the School.

When making a complaint

- Parents and/or guardians have the right to raise issues and concerns related to the education of their child or other matters relating to the School.

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- Parents and/or guardians should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to the School's Complaints and Grievances Policy.
- When making a complaint to the School, parents and/or guardians are required to act in a manner consistent to the Parent Code of Conduct.

Unacceptable Conduct

Parents/guardians are expected to refrain from engaging in any conduct which the School considers unacceptable.

Unacceptable conduct includes:

- violence (in any form) or threats of violence
- verbal abuse or threatening/offensive language or behaviour
- conduct of a sexual nature (including grooming) with a student or child
- unlawful behaviour, including harassment, bullying, cyberbullying, discrimination and criminal conduct
- theft, fraud or misuse of School resources
- recognising the damage that gossip can do within the School community, and avoiding unconstructive commentary (including criticism, uninformed rumour or speculation) with other parents, including on social media.

Sport

Sport activities are available to parents/guardians to attend; these are generally held on Saturday mornings, and are an excellent opportunity for parents to connect and meet with other parents. While parents are strongly encouraged to attend games and to support the School sport teams, the following conduct guidelines apply:

- Children participate in sport for their enjoyment, therefore encourage your children to participate and select a sport that they would like to play;
- Children learn best by example; it is expected that parents model appropriate behaviour at sport games;

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- Parents should focus on your child's efforts and engagement rather than the actual result of the game;
- Parents should encourage children to participate or play according to the rules and to settle disagreements without resorting to hostility or violence;
- Appreciate good performance, effort and skillful plays and participation by all students in both teams;
- Support all efforts to remove verbal, emotional and physical abuse from sporting activities;
- Respect officials' decisions and educate children to do likewise;
- Model appreciation for coaches, officials and administrators;
- Parents should respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion;
- Under NO circumstances are parents permitted to address players or opponents from other schools or teams;
- Parents may choose to communicate with coaches before or after a game but must do so in a calm and respectful manner. Parents should not discuss or suggest tactics or team selections/positional changes with coaches;
- Parents should NOT communicate with coaches during the game;
- Parent feedback regarding the game, coaching or opposition conduct should be directed via email or phone to the Sport Department staff.

Working with Children Checks

All parents who volunteer at the School are required to have a valid Working with Children Check linked to the School, and to provide a copy of their Working with Children Check to the School.

Consequences of a Breach

- Any parent and/or guardian, student, staff member, contractor or volunteer may notify the Principal or their representative of a possible breach of this Parent Code of Conduct.
- The Principal or their representative will endeavour to investigate the complaint to determine

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whether there has been a breach of the Parent Code of Conduct.

- If satisfied that a breach has occurred, the Principal or their representative may implement disciplinary action against the parent/guardian such as:
 - a meeting with the Principal;
 - a warning;
 - a direction that a parent/guardian may only communicate with relevant staff through a nominated person;
 - a direction to provide an apology;
 - a parent being asked not to attend School premises, School events or School activities for a period of time; or
 - termination of their child's enrolment and in the case of extreme, flagrant, repeated or prolonged breaches of this Parent Code of Conduct the cancellation of enrolment for all students from that family.

Related policies and procedures

- Information Privacy Policy;
- Enrolment Agreement;
- Child Protection Policy; and
- Child Safety Code of Conduct.