



## Parent/Guardian/Carer Code of Conduct

Adopted By: Principal

Review Date: 01/03/2018

To Be Reviewed: 01/03/2019

### Purpose

This document outlines the code of conduct for all Parents, Guardians or Carers associated within the Quinns Baptist College (hereon in referred to as 'The College') community.

### Scope

The Parent and Volunteer Code of Conduct outlines the expectations that Parents/ Guardians/ Carers and Volunteers must adhere to whilst engaging with:

- Teaching Staff
- Students
- Support Staff
- Administration Staff
- Other Parents/ Guardians/ Carers

### Application

The Code of Conduct is accepted by enrolling parties upon signing of the Enrolment Agreement.

This also applies to other relatives (who are not enrolling parties) yet related to the students of the College. All parents who volunteer within The College, must adhere to this code of conduct.

### Principles

Members of The College community have a responsibility to each other to ensure:

- That all members of the College community are treated with respect and courteously
- That a safe environment is provided for the College community
- That all members of the community are free from any form of discrimination
- That members of the College community are not subjected to verbal or physical abuse, gossip or slander, or aggressive behaviour
- That members of the College community have their belongings respected and cared for
- College resources are respected and cared for
- Defects to facilities are reported to staff members promptly
- Concerns of child abuse are reported to the Principal (Primary or Secondary)
- That all members of the community adhere to the **Child Safe Organisation Framework**

## Responsibilities of Parents/ Guardians/ Carers

All parents of the student(s) enrolled in the College are responsible for:

- Ensuring that all absences are reported by 9am each day
- That extended absences are supported by a medical certificate upon return to the College
- That students are provided the required resources to complete their studies
- That all required uniform items are provided and that their child is in the appropriate uniform on a daily basis
- That they show an active but non-intrusive interest in their child's education
- Support the school with any disciplinary concerns relating to their child
- Support the Christian Ethos of the College.

## Child Protection

All members of the community have a responsibility to support a Child Safe Organisation. In the event of a concern of abuse of a child within the College community, all matters must immediately be reported to the Principal.

Parents are not permitted to approach other students to discuss matters relating to conflict between students. All concerns must be directed to the appropriate staff member (Teacher or Year Coordinator).

## Privacy

The protection of rights of the students is paramount. All information relating to students may only be discussed within the community between staff members as a collegial discussion, or the parents of the student.

Members of the College community should respect the rights to privacy and adhere to the **Privacy Policy**.

## Breaches of this Policy

Should a member of the parent, guardian or carer within the community breach this policy, a formal letter notifying the parent, guardian or carer of the breach will be issued and the steps to rectify the breach in future.

Should another breach occur of a similar nature, the parent, guardian or carer who has committed the breach will be banned from the school premises for the duration of enrolment of their child.

Serious matters may require the student to be withdrawn from the College as a result of a breach of their parent, guardian or carer.

Should a member of the College community be implicated in a matter relating to the abuse of a student of the College, the matter will be referred to the appropriate authorities. The following policies will be followed in relation to this:

**Staff Code of Conduct**

**Identifying and Reporting Grooming or Child Abuse**

**Child Protection Policy**

**Mandatory Reporting Policy**