

CODE OF CONDUCT

POLICY

Rationale:

- This Code of Conduct is intended to provide all School Community Members with protocols and procedures for appropriate conduct and the development of positive relationships within the school community.
- Eagle Point Primary School aims to provide an open, welcoming, inclusive and safe environment for all that enhances the educational and social development of our students. Our values are outlined in the school strategic plan, which has been developed with the whole school community and is located on the school website.
- Pro-social values and expectations for behaviour are in accordance with our vision and values, which will be modelled and promoted by staff, students and the parent community. We expect that Eagle Point Primary School parents will demonstrate the school values at all times within the school setting. For the purpose of this policy the term School Community Members refers to parents, caregivers and visitors to the school.
- School community members are required to adhere to the school code of conduct, observe the child safe policy and principles, and adhere to the expectations for appropriate language and behaviour towards and in the company of all children.

Aims:

- To ensure we create and maintain a respectful, inclusive, open environment for communication.
- To take into account the schools Strategic Plan.
- To ensure that, where possible, the values and views of the school community are taken into consideration.
- To create clear guidelines for addressing parent concerns or complaints.

Implementation:

All members of the school community will:

- Conduct themselves in a respectful and courteous manner and in compliance with the law
- Use polite and acceptable written and spoken language in all communications
- Not use profane, insulting, harassing, aggressive or otherwise offensive language
- Act in the best interests and welfare of students, their families and staff members
- Not engage in malicious or judgmental gossip, and will ensure that anything they say about others is fair and truthful
- Not use social media to disparage or defame Eagle Point Primary School, its teaching staff, School Council and committees, other parents and children, nor incite unrest or actively promote false information
- Value our diverse community and respect the rights, religious beliefs and practices of individuals and their families
- Respect points of view that are different from our own and must refrain from actions and behaviour that constitutes harassment, discrimination, vilification or defamation
- Demonstrate behaviours consistent with the School's Strategic Plan

When visiting the school, School Community Members must:

- Respect and comply with reasonable requests and directions from the Principal and other members of staff;
- Support staff in maintaining a safe, secure and respectful learning environment for all students, including:
 - Raise any behavioural, bullying or peer group issues with a member of the teaching staff and handover the responsibility to deal with these issues to that teacher
 - Maintain absolute confidentiality of any information they obtain at school (information obtained at school can be discussed with classroom teachers or the principal)
 - Refrain from either speaking to or disciplining a child who is not theirs. In all instances behaviour of school children that is of concern to a parent must be raised with either classroom teachers or the principal
- Work in partnership with the school to enhance the learning outcomes, wellbeing and conduct of their child, including raising any concerns about their child's learning, conduct or wellbeing privately with the class teacher, leadership staff or principal – preferably by appointment;
- Respect that the priority of school staff is the welfare and education of all children in the school. Therefore:
 - Refrain from interrupting or distracting a teacher while classroom activities or learning activities are underway;
 - Be aware that the time available for staff to meet with parents is limited and must be scheduled at a time that does not disrupt the classroom. Parents should be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare, unless there is a genuine emergency that needs to be discussed
 - Appreciate that school staff members are unlikely to respond to emails or telephone calls immediately. The school advises that responses within two working days is acceptable and responses will not be made outside of working hours or during school holidays, with the exception of an emergency

Unreasonable Behaviours

Behaviours that are considered inappropriate on and adjacent to school grounds or in relation to school business and that do not uphold the principles of this Code of Conduct include when a person:

- is rude, aggressive or harasses others
- sends rude, confronting or threatening letters, emails, text messages or social media comments
- is manipulative, threatening or intimidating
- speaks in an aggressive tone, either in person or over the telephone
- makes sexist, racist or derogatory comments
- inappropriately raises concerns/make complaints about a member of staff or against the school, e.g. in public or through social media
- is physically intimidating, e.g. standing very close

Consequences

The Principal in consultation with the School Council is responsible for determining what constitutes unreasonable behaviour.

Unreasonable behaviour and/or failure to uphold the principles of this Code of Conduct may lead to further investigation and the implementation of appropriate consequences. This may include:

- education about the standards of behaviour that are required
- utilising mediation and counselling services
- alternative communication strategies being applied
- formal notice preventing entry onto school premises or attendance at school activities. Written notice will follow any verbal notice given
- an intervention order being sought
- making a formal complaint to Police

By agreeing to meet specified standards of positive behaviour, everyone in our school community can be assured that they will be treated with fairness and respect. In turn, this will help maintain a positive school community that is safe and orderly, where everyone is empowered to participate and learn.

Concerns and Complaints

- Should any parent wish to raise a concern or make a complaint about a matter affecting their child/ren at Eagle Point Primary School, they are to act in accordance with the Grievance Policy.
- The Department of Education and Training also has a policy which outlines the process that any parent is welcome to follow:-

<http://www.education.vic.gov.au/about/contact/pages/complainschool.aspx>

Evaluation:

- This policy is required to be formally minuted and reviewed by school council regularly.
- Review Date November 2022 or as required

This policy was last ratified by School Council in....

February 2019

**Eagle Point Primary School
Code of Conduct - Parent Acknowledgement Form**

I have read and understand my responsibilities in relation to the Parent Code of Conduct

Parent Signature:

Date:

I would like to make the following suggestions:

