



## Parent - School Relationships

# CODE OF CONDUCT

### Introduction

At Notre Dame College we are committed to nurturing respectful relationships and active partnerships with you as parents. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

As parents, 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 College community and its culture of respectful relationships within a Catholic faith tradition

This Code of Conduct is intended to guide you in your dealings with staff, other parents, students and the wider College community. It articulates the College's key expectations of both staff and parents with regard to respectful relationships and behaviours. It also specifies the College'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 College's:

- Child Safe Policies
- Occupational Health and Safety Policy
- External Complaints Handling Policy

### Our Culture of Respectful Relationships

Among students, staff and parents 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 College's Catholic ethos, traditions and practices;
- Treat staff, students and other parents with respect and courtesy.
- Support the College 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; and
- Adhere to the College's policies, as outlined on the school website.

## **Raising Concerns & Resolving Conflict**

**In raising concerns on behalf of your child, or making a complaint about the College'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 College'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 College 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 College.

**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 College 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 College community. These behaviours include, but are not limited to:

- Shouting or swearing, either in person or on the telephone;
- Physical or verbal intimidation;
- Aggressive hand gestures;
- Writing rude, defamatory, aggressive or abusive comments to/about a member of the College community (emails/social media);
- Racist or sexist comments; or
- Damage or violation of possessions/property.

When an adult behaves in such unacceptable ways, the Principal or a senior staff member will seek to resolve the situation and repair relationships through discussion and/or mediation.

Where an adult's behaviour is deemed likely to cause ongoing harm, distress or danger to a member of our College, we may exercise our legal right to impose a temporary or permanent ban from the adult entering the College premises. In an extreme act of violence that causes physical harm, the matter may be reported to the police for investigation.