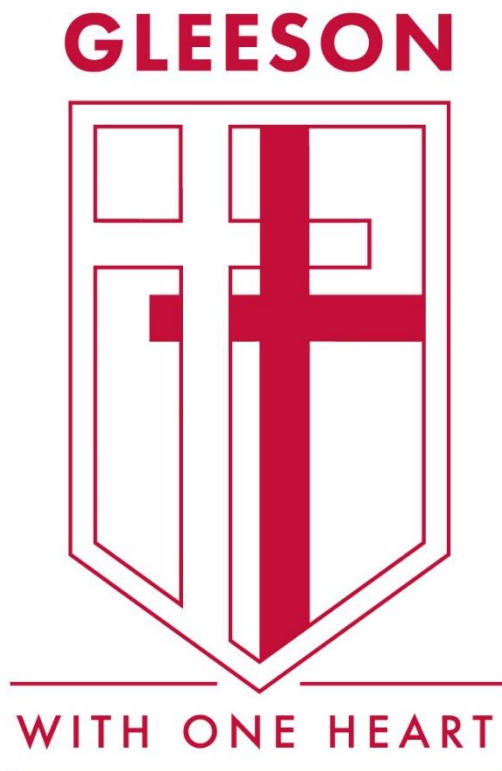


Implemented	2020
Evaluated	2020
Next Evaluation	2023
Evaluation Frequency	3 years
Evaluation Group	LT

Code of Conduct for Parents, Caregivers and Visitors



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INTRODUCTION

Gleeson College is committed to ensuring a respectful, safe and inclusive environment is provided for all staff, students and visitors of the College.

Gleeson College welcomes and values the active engagement of parents and caregivers to assist and support students, particularly during a time of need.

The Gleeson College Code of Conduct for Parents, Caregivers and Visitors reflects a commitment to effective and positive relationships within its College communities.

At Gleeson College, all members of our community aim to fulfil the College's Vision through our ten core values known collectively as the Gleeson 10, and our staff commit to working together through the Gleeson Staff 5.

We believe that excellent pastoral care allows students to thrive and feel a sense of belonging and is an important precursor to learning well. Therefore, we are committed to the **Heart of Pastoral Care: Peace & Harmony, Dignity & Respect, Compassion, Truth and Justice.**

The heart of Pastoral Care closely links to our school-wide pedagogy where we commit to the HEART of learning and teaching. That is, where learning and teaching are **Holistic**, promote **Engagement**, seek **Authenticity**, build **Resilience** and foster **Teamwork**.

Gleeson College has an expectation that parents, caregivers, visitors and the wider community will also embrace this practice, along with other College traditions.

PURPOSE

This document provides distinct guidelines applicable to all parents, caregivers and visitors regarding the conduct expected of them whilst on Gleeson College premises. The code of conduct applies to volunteers, relatives and other family members who may be involved in related activities or representing the College. All persons are expected to uphold the Gleeson 10 Values at all times.

The Code of Conduct for Parents, Caregivers and Visitors shall be followed in conjunction with other related College policies and procedures available via www.gleeson.sa.edu.au.

Related College policies and procedures associated with this code of conduct include but are not limited to:

- WHS and Injury Management Policy
- Visitors Policy
- Harassment & Bullying Prevention Policy
- Grievance Procedure
- Parent Student Teacher Communications
- Physical Contact Policy.

STANDARDS OF BEHAVIOUR

Gleeson College code of conduct is based on respectful relationships and acceptable behaviours. Gleeson College has a duty of care to ensure all staff, students, volunteers and visitors are provided a safe environment and necessary controls are in place to ensure their health, safety and wellbeing are protected.

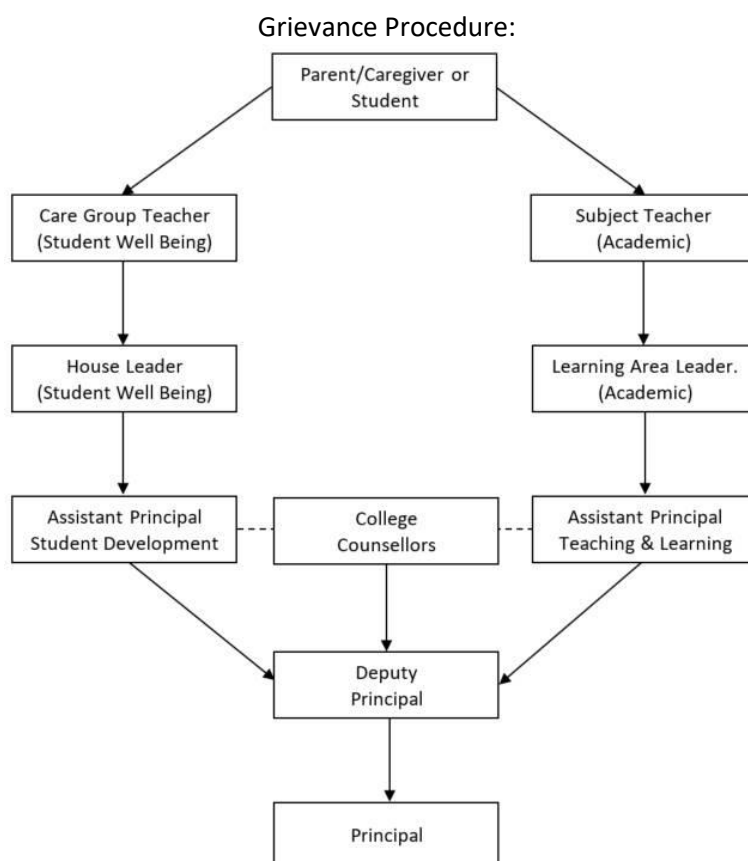
During challenging situations involving students, emotions can be elevated from all persons involved. Gleeson College requests that families put their trust into our capable staff who will administer their expertise to manage, support and deliver the expected pastoral care to students and their families. Staff must be given adequate time to investigate and respond and be provided all information relevant to the occurrence. To enable thorough management and support of any situation, both students and their families must allow those involved to enact the College process to effectively manage student cases.

BEHAVIOUR EXPECTATIONS

Parents, caregivers and visitors are expected to actively contribute to a College culture that respects the dignity of its members and is committed to the "**Heart of Pastoral Care**": Peace and Harmony, Dignity and Respect, Compassion, Truth and Justice.

Parents, caregivers and visitors should;

- respect the moral values and teachings of the Catholic Church and the aims, philosophy and ethos of Gleeson College.
- act as role models, showing integrity at all times and conducting themselves in a manner that will not discredit the College.
- work in partnership with Gleeson College to promote the holistic development of their child and promptly address any conflict or concerns that may arise.
- acknowledge the ethical and legal issues associated with the use of social media as a communication platform. Please refer to the Gleeson College **Mobile Phones & Other Electronic Equipment Policy** and **Mobile Phone Confiscation Procedure**.
- follow the Gleeson College Grievance Procedure shown below to report any inappropriate conduct or conduct which might reasonably be considered a breach of the Gleeson College **Code of Conduct for Parents, Caregivers and Visitors**, or of common law.
- respect the privacy and confidentiality of personal and sensitive information and disclose such information only to authorised persons.
- strive for open, positive and honest communications with the College and its community.



ACCEPTABLE BEHAVIOURS

The following guidelines provide behaviour expectations for parents, caregivers and visitors. This is not an exhaustive list.

All parents, caregivers and visitors are expected to conduct themselves in a reasonable manner and support the Gleeson College community by:

- communicating with employees in a way that is courteous and respectful at all times.
- using polite and acceptable language in written and verbal communication.
- providing feedback in a manner that is constructive, polite and productive.
- attending parent information evenings and parent/teacher interviews as required.
- supporting consistent and punctual attendance and promptly notify the College of your student's absence or late arrival.
- responding to requests for information, emails and telephone calls in a timely manner. The Gleeson College endeavours to respond to parent emails within two business days.
- using all means of communication responsibly so that literature is not associated with Gleeson College in any way, without the express permission of the Principal.
- ensuring written and verbal communication (including the use of social media) does not bring specific Gleeson College staff or Gleeson College's name, image and/or reputation into disrepute.
- ensuring social media pages are not associated with Gleeson College in any way, without permission of the Principal.
- refraining from making contact via social media with students other than their own child
- refraining from contacting their child via mobile phone during school hours (if the matter is urgent, parents must contact Gleeson College Student Services in the first instance)
- respecting the privacy sensitivity of digital information including student images, by refraining from sharing on social media when in College uniform, or without the consent of the respective parent(s).
- keeping up to date with Gleeson College events, excursions, assemblies and other College announcements.
- refraining from discussing personal matters with those outside the Gleeson College community.
- providing the College with notice of their visit where possible, to ensure appropriate staff are available and the visitor can be signed in/out.

It is expected that all parents and visitors will;

- uphold the Gleeson College core values and beliefs
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by the Gleeson College work, health and safety policies and procedures
- respect College property
- not be intoxicated by alcohol or under the influence of illicit drugs or substances harmful to health while visiting, attending or engaging in activities at the College.

UNACCEPTABLE BEHAVIOURS

If a staff member or student is subjected to a form of unacceptable behaviour, the Principal (or delegate) has the right to warn the individual, or request they leave the premises if the unacceptable behaviour continues.

Unacceptable behaviour may include the following;

- touching, pushing or otherwise physically or sexually engaging with students, young people, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- any form of physical or verbal violence including fighting, assault or threats of violence
- any form of cyber bullying
- any form of threatening language or gestures
- theft, fraud or misuse of Gleeson College resources
- the use of profane words or gestures, images or behaviour
- smoking on or in close proximity to the Gleeson College premises.

CONFLICT MANAGEMENT

All parents, caregivers and visitors are responsible for supporting the safety of all members of the Gleeson College community by;

- speaking with the College to notify appropriate staff of any concerns
- adhering to the College complaints and grievance process
- co-operating with prompt responses to any reasonable request from staff
- seeking assistance or advice from College staff should they be concerned with an issue involving their child
- working with the College to deal promptly with any areas of concern
- accepting the College's decision in relation to an outcome from an internal investigation
- following directions as requested by the College Principal (or delegate)

Where there is irreconcilable conflict between the expectations of this document and any other guidance, relevant State or Federal legislation will apply and read as superior.

NON-COMPLIANCE TO CODE OF CONDUCT FOR PARENTS, CAREGIVERS AND VISITORS

Any person who behaves in a manner that does not comply with the Code of Conduct for parents, caregivers and visitors shall be defined as breaching the Code of Conduct for Parents, Caregivers and Visitors and shall be asked to leave the premises immediately by the Principal (or delegate).

In the event the inappropriate behaviour occurs outside the College premises and involves a staff member, student or other person affiliated to the College, the Principal (or delegate) will contact the individual directly and discuss the appropriate actions. The Principal (or delegate) has the right to ban parents, caregivers and visitors from coming into the College grounds or attending College events or functions. The final decision is at the discretion of the Principal. If a parent, caregiver or visitor wishes to challenge or review the set actions, this decision lies with the Principal and will be considered on a case by case basis.

SUMMARY

Our mission is to always be a College of quality learning and quality teaching. We aim to work in close partnership with our students, parents and caregivers to achieve success for all. We live in a world where life-long learning is paramount to developing capable, skilled and thriving people who can use their talents and abilities to their fullest potential and ask that you as members of our community take part in providing comprehensive support to our students, in ways that promote a resilient and positive learning environment and workplace culture.

OTHER RELEVANT DOCUMENTATION/LINKS:

- [CESA Safe Environments for All](#)
- [Privacy](#)
- [Bullying/Harassment](#)
- [Critical Incident](#)