

ST. MARY MACKILLOP PRIMARY SCHOOL

COMMUNITY CODE

OF

CONDUCT



Trust in God

FOR PARENTS, GUARDIANS, CLERGY, CONTRACTORS & VOLUNTEERS

Vision

Inspired by the Gospels
and in the spirit of St. Mary MacKillop,
we never see a need without taking action.

We live and celebrate our Catholic faith.

In and through
positive relationships,
we aspire to protect all children under our care,
prioritising their safety and wellbeing.

We learn to be,
to know,
to do,
to live together
and to change.

We are a community of lifelong learners.

Rationale

St. Mary MacKillop Primary School is committed to the safety of all members of our school community. As a school we have a specific focus on safeguarding children and young people. We are specifically committed to complying with all legislation and school policies regarding child safety, professional standards, codes and ethics as they apply.

All adults involved with SMMPS actively contribute to a school culture that affirms the Gospel values of care for others, compassion, fairness and justice.

We strive to ensure that all children under our care are safe from harm.

“In and through positive relationships we aspire to protect all children under our care, prioritising their safety and wellbeing.”
(SMMPS Statement of Commitment to Child Safety)

To this end we have developed this Community Code of Conduct to provide **parents, guardians, clergy, contractors and volunteers** with parameters for interactions with other members of our school community. We are committed to nurturing respectful relationships and active partnerships within our community.

We believe that our students’ learning journeys are enriched through positive and reciprocal home and school relationships. As parent, 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 school community and its culture of respectful relationships.

This Code of Conduct is intended to guide you in your dealings with staff, other parents, students and the wider school community. It articulates the school’s key expectations of parents and community members with regard to respectful relationships and behaviours. It also specifies the school’s position with regard to unacceptable behaviours that breach our culture of respect.

We are committed to:

- actively contributing to a school culture that promotes the dignity of each individual.
- positive relationships.
- all members of our community being valued and respected.
- courtesy as a basic expectation.
- students having the right to learn and teachers having the right to teach
- all members of our community having the right to interact in a safe and equitable environment.
- the right of all members of our school community to communicate their concerns and engage with each other in an atmosphere of mutual respect, order and acceptance.
- safeguarding children against any sexual, physical, psychological and emotional abuse or neglect.
- upholding this policy.

Expectations

At St. Mary MacKillop Primary School the partnership between the school and parents & guardians, is essential to the effectiveness of the school, to provide the best learning and teaching environment possible.

We require:

- Attendance and punctuality
- Participation
- Wearing of the correct school uniform
- Homework to be completed
- Support of our School Wide Positive Behaviour Framework
- Parents & guardians to support SMMPS staff and School Leadership, especially in matters concerning behaviour management, therefore helping students to develop a sense of responsibility, accountability and respect for authority.

We expect all adult community members to adhere to the SMMPS Child Safety Policy and to uphold SMMPS Commitment to Child Safety at all times.

To this end all adult members of our community must:

- foster and maintain a child-safe environment.
- approach matters in a calm and rational manner, without using offensive or aggressive behaviour or language, which becomes a barrier to the successful resolution of tensions, which arise from time to time. Language or behaviour that is offensive, aggressive, profane, insulting or hurtful will not be accepted.
- speak with others in a manner that is respectful and supportive.
- be mindful of the presence of students and in being sensitive to their presence, act accordingly, not engaging in discussions of a mature or adult nature.
- not develop any 'special' relationship with any child that could be viewed as favouritism.
- not exhibit behaviours with children that may be construed as unnecessarily physical or do things for a child of a personal nature, which they can do for themselves.
- discourage harassment, bullying, anti-social and violent behaviour.
- not photograph or video a child at the school or school event, without authority and not upload on social media or share photos, videos or other materials, containing footage of school activities, without authorisation.
- be appropriate role models for all children.
- not be under the influence of alcohol or drugs at school or school events, in the presence of children.
- ensure, as far as practicable or reasonable, that adults are not alone with children.
- promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children.
- promote the cultural safety, participation and empowerment of all children with culturally and/or linguistically diverse backgrounds.
- promote the safety, participation and empowerment of children with a disability.
- listen and respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused or they are worried about their safety or that of another child.
- not ignore or disregard any suspected or disclosed child abuse.
- report any allegation of abuse or any child safety concerns to a member of SMMPS Leadership Team or a SMMPS Child Safety Officer.

Communication

- Parents and guardians are encouraged to engage in active and respectful dialogue regarding their child's education or wellbeing.
- Appointments should be made in advance when needing to speak with a staff member. Most staff, as in any profession, have a day planned, so immediate access should not be expected.
- SMMPS school staff will respond to emails, within a reasonable time frame (i.e., 2 business/school days).
- Grievances should be brought to the relevant staff member in the first instance.
- Due to teachers' classroom and supervision duties, a complainant's first contact is best made by email, with an appointment request for either a phone conference or face-to-face meeting. Complainants are asked to outline concerns or issues (e.g. learning program, discipline, student/peer incidents) so that the staff member can prepare for the meeting/phone conference.
- Complainants and staff are strongly discouraged from sending or discussing confidential, contentious and/or emotional information in detail via email. These matters are best discussed face-to-face or over the phone.
- Families are expected to inform the school if family circumstances change, to the degree where they may potentially have an effect on a child's learning or physical, emotional, academic or psychological state. This includes serious illness in the family, changed living arrangements, financial issues or extended leave requests.
- Parents and guardians are expected to attend:
 - Parent/Student/Teacher Conversations as scheduled.
 - Meetings to discuss pastoral, behavioural or academic issues as requested by SMMPS

Social Media

Social media is defined as any form of online or web-based publication, forum or presence that allows interactive communication including, but not limited to, Facebook, LinkedIn, Instagram, blogs, forums, discussion boards, chat rooms, Wikis, Twitter and YouTube. Increasingly, social media interactions are a cause for concern and can have harmful impacts.

The posting of any online comments must respect the dignity of each person and must not cause psychological harm to individuals through offensive, bullying, harassing and/or discriminatory material. The risks and consequences of breaching the privacy of others and disclosing confidential information is of a matter to be considered before posting.

Any postings must avoid reputational damage to the school

Breaches of this Code of Conduct

Should an adult's behaviour contravene any of the ideals and principles contained in this code, the Principal and School Leadership Team have a responsibility to protect the students and other community members from behaviour which can be, or potentially is, physically or emotionally harmful.

In the context of these Guidelines, the range of student or parent behaviours directed at staff that are considered serious and unacceptable include the following:

- shouting at a staff member, either in person or on the telephone
- physically or verbally intimidating a staff member
- using aggressive hand gestures, such as shaking or holding a fist towards a staff member
- writing rude, defamatory, aggressive or abusive comments to/about a staff member (emails/social media)
- swearing at a staff member
- pushing, hitting, punching or kicking a staff member (or attempting such actions)
- directing racist or sexist comments toward a staff member
- damaging or violating a staff member's possessions/property.

Where necessary, the Principal or a School Leader may contact the adult whose behaviour is in question and discuss the issue.

When it is considered that the behaviour of an adult may pose a threat to the safety of other community members, processes will be implemented to manage all community members' safety and wellbeing.

These may include:

- restrictions on entering the school property,
- managed meetings with staff and, if deemed appropriate, by & with the Principal,
- discontinuation of the family's enrolment at the school.

The police will be contacted if an immediate threat needs to be contained.

Breaches of Social Media Policy

When a staff member or school has been threatened, denigrated or defamed in an online forum, the school will:

- approach the author/perpetrator of the offending material (if known) and request that the material be removed
- if appropriate to the circumstances, request a written retraction of comments/offending material
- confirm in writing the request seek legal advice if the material is not removed/retracted and confirm in writing to the author/perpetrator of the offending material that legal advice is being/will be sought and acted upon
- if necessary, and within the limits of privacy and confidentiality, seek the support of the school's parent body.

This Policy is to be read in conjunction with:

- SMMPS Child Safety Policy
- SMMPS Communication Policy
- SMMPS Grievance Policy
- SMMPS Social Media Policy
- SMMPS Volunteer Handbook
- SMMPS Uniform Policy
- SMMPS Attendance Policy

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I, _____, confirm I have been provided with a copy of the SMMPS Community Code of Conduct and agree to abide by it.

Signed: _____

Date: _____

Created: July 2019

Reviewed: February 2020