

## PURPOSE OF THIS CODE OF CONDUCT

**Mentone Grammar recognises the importance of welcoming and encouraging parents, legal guardians and carers to participate fully in the life of our School.**

Our parents recognise that having a good relationship with our School community, including with our teachers, staff and other parents, our students and members of our School Board, results in a better outcome for our students and the broader School community.

The purpose of this Code is to ensure positive and productive relationships within our School community and to remind all of our parents, legal guardians and carers about the expectations on them in relation to their conduct and behaviour when involved with our School.

This policy applies to the conduct of Mentone Grammar parents and their interactions with the School, its teachers and non-teaching staff, other parents and students of the School.

This policy also supports Mentone Grammar's commitment to child safety and its aim to ensure that its students will be safe, happy, and empowered.

The term 'parent' is used throughout this Code this term also includes legal guardians and carers.

## GENERAL EXPECTATIONS FOR RESPECTFUL BEHAVIOUR

Mentone Grammar expects that its parents will at all times conduct themselves in an appropriate and acceptable manner towards its staff, other parents, volunteers, contractors, School Board members and students.

These expectations apply whenever the parent is visiting our School, participating in School activities or attending School functions or events, when communicating with members of our School community or when using social media, and when representing the School as a volunteer or in an official capacity.

### **The behaviour, conduct and communications of all parents should:**

- Support and respect of the caring ethos of the School
- Reflect that all members of the School community are to be treated respectfully, with courtesy and consideration
- Be ethical and fair
- Not discriminate or vilify others
- Not to be harassing or bullying
- Not to be confrontational or threatening
- Comply with the School's policies and any lawful directions of the School.



In order to support and enhance a safe school environment for all of the School community, Mentone Grammar will not tolerate unacceptable behaviour from its parents, which particularly includes:

- Disruptive behaviour which interferes with the operation of the School and the ability of our staff to undertake their duties without disruption
- The use of loud, offensive, or profane language
- Exhibiting bad temper
- Making threats to another person, including threatening to harm them, another person or their property
- Damaging or destroying School property
- Sending abusive, threatening, or harassing emails or texts or by voicemail or telephone messages or in writing
- The use of physically aggressive behaviour towards another person including a student of the School
- Smoking or being adversely affected by alcohol or illicit drugs while on the School premises or at school functions or activities.

The School will not hesitate to contact the police if it is concerned that the behaviour of any parent might amount to an offence or present a risk to the safety of other people.

## INTERACTING WITH SCHOOL STAFF

Mentone Grammar has a duty of care to our staff to ensure their personal safety at work. Our staff and teachers are also entitled to enjoy their work in an environment that is safe and without risks to health.

It is important that parents treat our staff with respect and that they do not publicly criticise or undermine them. Mentone Grammar provides parents with formal opportunities during the school year at which a student's progress can be discussed. There may also be other times outside these formal arrangements when it is appropriate for a parent or a staff member to request a meeting to discuss a particular issue about a student.

If a parent wishes to meet with a staff member in relation to their child, a request may be made through the relevant campus office and a mutually convenient meeting will be arranged.

Parents should also not endeavour to contact a staff member at their home or while they are away from their work and are also requested not to approach teachers face-to-face outside of school hours to raise issues or concerns about their child, unless invited to do so by the staff member.



## When communicating and dealing with our staff, parents must not:

- Be demeaning, derogatory or intimidating
- Write, draw, or display anything that is indecent or obscene
- Use profane, indecent, or obscene language or threatening, abusive or insulting words
- Harass or threaten the staff member.

If a parent has a particular concern about a staff member, the concern should be raised through the School's *Grievance and Complaints policy* or directly through the office of the Principal or Deputy Principal.

## INTERACTING WITH OTHER PARENTS

Apart from the general expectations of respectful behaviour, parents should respect the privacy of other parents and their children and not spread gossip or rumour about them.

From time-to-time Mentone Grammar will receive permission from parents to use and share their private email addresses in order to receive communications from the School and parent representatives about school related matters and their child. Parents should not use these private email addresses to send unsolicited emails or spam to parents, unless they have permission from each parent to do so.

## INTERACTING WITH STUDENTS

In addition to the general expectations of respectful behaviour, parents should be particularly mindful of the ways in which they behave towards, and when in the presence of, children.

### **Our parents are expected to support the safety, participation, wellbeing, and empowerment of our students and are expected to behave by:**

- Respecting their privacy
- Protecting them from violence, abuse, bullying, torment, ridicule, and neglect
- Not approaching another parent's child in order to chastise or discuss that child's behaviour or conduct towards their own child or another student of the school
- Respecting the language and customs of their family
- Avoiding covert or overt sexual behaviours when interacting with them
- Maintaining appropriate physical and emotional boundaries when in their presence
- Being positive role models
- Treating everyone with respect when in their presence.



Parents should also be familiar with the School's *Child Safety Policy and Procedure* which sets out key elements of our approach to child safety and outlines:

- The overarching principles and values that guide Mentone Grammar in its approach to child safety; and
- Refers to the processes and procedures for reporting and responding to allegations of child abuse.

## SOCIAL MEDIA

Mentone Grammar accepts that the use of social media can be an effective communication tool and that it is commonly used by the School community to express their views and comments on a whole range of issues.

Mentone Grammar expects parents to be courteous and respectful in how they use social media and that they will not use it to abuse others or to expose others to offensive or inappropriate content or to denigrate or disrespect the School.

**Parents are expected to show respect to others in the School community and for the reputation and good name of our school. When using social media that involves the School or other members of the School community, parents are expected to ensure that they:**

- Represent their own views and not impersonate or falsely represent to be another person within our community
- Will not bully, intimidate, abuse, harass or threaten others
- Do not make defamatory or unsubstantiated comments about others
- Do not use obscene, insulting, provocative or hateful language
- Do not post content that is hateful, threatening, pornographic or incites violence or abuse against others
- Are respectful of the rights and privacy of others
- Do not harm the reputation and good standing of Mentone Grammar.

## SPORT / CO-CURRICULAR

Our students play sport and engage in co-curricular activities for their enjoyment and wellbeing. Parents are welcome and encouraged to attend events held by the School and to support our students but should not allow their own behaviour to detract from the enjoyment of the competitors, other spectators, or participants.



When supporting our teams, competitors, and performers, parents should exercise restraint and fairly recognise the play and efforts of all participants, including the opponents. Parents should not direct abuse at, threaten or seek to intimidate any other competitor or performer, whether from Mentone Grammar or not, or any umpire, referee, sporting official or instructor. Parents should also respect the decision of the umpire or instructor and encourage and support their child to do likewise.

Parents should also be aware that our sports coaches and instructors seek to select performers, teams and competitors based on their view of what is most appropriate at the time. It is not appropriate for parents to attempt to interfere with or influence the selection process or to complain about the selection or non-selection of their child for a particular team, performance, competition, or role.

## COMPLAINTS

Mentone Grammar recognises that parents may from time to time wish to raise legitimate concerns or complaints about matters relating to the School or in relation to a particular staff member.

If a parent has a complaint that they wish to pursue then they should observe and comply with the School's *Grievance and Complaints policy* so that such matters can be dealt with by the appropriate person and in an appropriate way. The School encourages parents to first seek to resolve any concerns directly with the persons involved in an informal and open manner before any formal process is required.

## BREACH OF THIS CODE

**If a parent fails to comply with this Code of Conduct the School may respond in a number of ways, depending on the nature of the breach, but which may include:**

- Issuing the parent with a written warning in relation to the breach and advising them of the consequences should a further breach occur
- Limiting or banning the parent's access to staff members
- Limiting or banning the parent from the school premises or any part of the premises or from attending particular school activities or events
- Reporting the parent's behaviour to the police, where appropriate
- Removing the parent and his or her family from the School by terminating the enrolment of any of their children.

## RELATED POLICIES

**Privacy Policy**

**Grievance and Complaints Policy**

**Child Safe Policy and Procedure**

