



Lake Joondalup Baptist College

Parent Code of Conduct

Policy 140

Policy reviewed date: November 2023

Lake Joondalup Baptist College is committed to the National Child Safe Organisation Principles, and to providing a child-safe environment which safeguards all students and promotes practices which provide for the safety, wellbeing and welfare of our children and young people. Lake Joondalup Baptist College expects all College community members including Board members, staff, volunteers, students, visitors and contractors to share this commitment.

Purpose

The College Purpose is to nurture young people to discover and confidently express their unique God-given gifts in service of their community.

Lake Joondalup Baptist College is committed to maintaining a safe physical and emotional education environment for its students, staff and parents. The College expects all members of the College community to share this commitment. This policy sets out guidelines that promote positive relationships within the College Community which support appropriate behaviour to ensure that all interactions are respectful and considerate.

Policy Statement

Scope

For the purpose of this policy a parent includes legal guardians, step-parents, relatives, extended family, carers, people who exercise parental responsibility for students and any others while involved in activities or communication related to the College.

Parents agree to adhere to the Parent Code of Conduct when enrolling their child and will be held accountable for conduct that does not align to The Code.

Student conduct is outlined in the Student Code of Conduct, whilst staff conduct is regulated by the Code of Conduct.

Expected behaviour

This Code is not limited to school hours but extends to all facets of College life including activities and events. In all interactions, parents are expected to uphold and act within the following guidelines:

- Behave honestly, with integrity and in a way that upholds the values and reputation of the College
- conduct all communication in a courteous and acceptable manner.
- raise all concerns through the correct procedures and personnel.
- Maintain a safe environment for all students, free from verbal, physical and psychological harm,
- Comply with the College's policies and procedures
- Act in a cooperative, responsive and helpful manner including when giving feedback
- Refrain from public criticism of College activities, events, students and staff
- Refrain from behaviours that could be inferred as harassment or discrimination, including the inappropriate use of social media
- Referring any concerns about actions towards their own child during any College sanctioned activity to a staff member rather than approaching and reprimanding another student
- treat others fairly and recognise and respect diversity in all interactions
- resolve conflict in a respectful and restorative manner.
- Respect the privacy of others
- Respect and protect the property of the College and others
- Refrain from being under the influence of alcohol, illicit drugs or other substances whilst on College grounds or attending a College activity.
- Disclose to the College any potential conflict of interest arising from their involvement with the College and its community
- Report any unsafe behaviours or events to the College

Use of social media

The expectations set out in this Code of Conduct also apply to the way a parent uses technology and behaves online. Many people may hold the mistaken belief that anything published online will be without legal consequence. However, parents should be aware that legal liabilities may arise, particularly concerning issues about reputational damage and defamation.

To abide by the law and College expectations, Parents should:

- Respect a staff member's professional and personal boundaries by not using their personal online presence to raise College matters (or otherwise engage in disrespectful behaviour).
- Not take photos, videos, or other recordings of another student without their parent's consent, and not publish information (including personal details, contact information, images and

recordings) concerning a staff member, parent, student or other member of the College community online without express consent.

- Avoid publishing information which may bring the College (or any of its staff, students, Parents and other members of the College community) into disrepute. This includes where an image or recording shows a student in College uniform behaving inappropriately.
- Not communicate with other students outside of the College, including by email or on social media, without prior consent from that student's parent(s).
- Not discuss confidential or sensitive College matters, including any matter relating to grievances about a particular staff member, students or other Parents online.
- Not set up any online website, forum or group which features the College's name in its title, or which may suggest that it is operated or sanctioned by the College

Co-curricular activities

Parents are expected to comply with the following principles when attending co-curricular activities:

- Understand that students are involved in co-curricular activities principally for their enjoyment.
- Encourage students to always abide by the rules and demonstrate good sportsmanship.
- Refrain from directing negative comments to a student for making a mistake or for losing.
- Applaud good performance by all participants in an activity.
- Recognise the value and importance of coaches, managers and officials.
- Always uphold the referee's or official's judgement.
- Only approach a referee or official to express appreciation.

Breaches of this Code of Conduct

Staff and volunteers are empowered to take steps to protect their own health and wellbeing. If they feel that a Parent is being inappropriate, they are encouraged to indicate this and ask that it stop. If it does not, or if a staff member feels that a Parent's actions are posing a risk to their or someone else's health and wellbeing, they are empowered to remove themselves from the situation. This may include by immediately concluding a meeting or phone call, or by requiring that a Parent leave the College grounds or event as outlined in the Visitors on Campus Policy.

In serious cases the consequences for breaches of this Code of Conduct will be determined by the Principal and may include any of the following:

- Insisting the relevant conduct immediately cease.
- Providing a first and final warning that a breach has occurred and that further breaches will not be tolerated
- Excluding a parent from entry to College grounds, activities or events.
- Having another staff member present for meetings
- Informing the parent that they may only communicate with members of staff through a nominated College representative.
- Terminating the enrolment of the child of that parent in cases of extreme or prolonged breach
- Involving other authorities where appropriate,
- Taking other such steps as it deems appropriate according to the nature of the breach.

Reporting behaviour

Any parents, members of staff or students may report any case of unacceptable behaviour, or behaviour in breach of this conduct. Reporting can be verbal, written or by electronic means. All reports will be confidential.

Concerns and complaints

The following are appropriate pathways for a timely and efficient way of dealing with concerns:

Issue	Communication pathways
Concerns about your child's wellbeing and/or the behaviour of other students	Primary: Contact your child's classroom teacher. Secondary: Contact your child's Head of House.
Concerns about your child's academic progress	Primary: Contact your child's classroom teacher. Secondary: Contact the teacher of the subject
Concerns regarding a teacher's actions	Primary: Contact the Dean of Primary Secondary: Contact the teacher concerned or Head of Learning Area.

What parents can expect from the College:

- Regular communication about academic achievement
- Scheduled opportunities to meet with the classroom teacher
- Opportunities to meet with the teacher by appointment.
- Notification of issues concerning your child.
- Opportunities to provide feedback
- Parent communications acknowledged within one working day and responded to within three working days where an agreeable solution is available.

What parents cannot expect from the College:

- Parent meetings without an appointment.
- School staff returning calls after work hours.
- Emails to be answered in the evenings or weekends.
- Access to teachers' private phone numbers or emails

When is a face-to-face meeting appropriate?

Electronic communication is highly convenient and can be used for short, non-urgent and positive forms of communication. However, it is not appropriate for more complex situations. In these cases, parents should request a face-to-face meeting so that your issues can be given the time and attention that they deserve.

Depending on the nature and severity of an issue, and whether the classroom teacher has a conflict of interest, concerns may be raised directly with a senior staff member. For guidance on who to contact, refer below.

Designated staff member		Nature of grievance
PK to Year 6	Years 7 to 12	
Dean of Primary	Dean of Students	Student-related matters
Dean of Primary	Dean of Studies	Enrolment related matters
Dean of Primary	Head of House or Dean of Students	Student wellbeing matters
Dean of Primary	Head of Learning Area or Dean of Studies	Curriculum matters Teaching matters
Dean of Primary or Executive Business Manager	Dean of Studies or Executive Business Manager	Staff related matters
Executive Business Manager		Business operations or finance matters
College Board of Directors		Principal or a member of the College Board of Directors matters

If you are not satisfied with the way your concern has been handled, you may choose to make a formal written complaint by referring to the Grievances Policy (Community).

Legislation

Privacy Act 1988

Privacy Regulations 2013

Australian Privacy Principles 2014

Privacy Amendment (Notifiable Data Breaches) Act 2017

School Education Act (WA) 1999

School Education Regulations (WA) 2000

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

Related policies

31 College Enrolment Policy

56 Duty of Care Policy

77a Grievance Policy (Community)

96 Privacy Policy