Parent/Community Code of Conduct Policy

Policy No:	1.9	Version: 4	August 2025
Responsibility:	School Chair	Scheduled Review Date:	June 2030

1.0 Purpose

Tarremah Steiner School is committed to providing a safe and supportive learning environment, maintaining a culture that is nurturing, inclusive and respectful to all involved. The contributions of parents, friends, legal guardians, and visitors form an integral part of our school and are highly valued. This code of Conduct Policy outlines the expectations that apply to all members of the Tarremah Community.

2.0 Policy Statement

The Parent Community Code of Conduct is developed on reasonable community expectations of behaviour encompassing mutual tolerance, respect and personal safety of all with the goal of making the school a safe and pleasant environment for all our community.

3.0 Policy Elements

- General Expectations
- Expectations Regarding Communication
- Confidentiality
- Raising Issues and Concerns
- Severe Breaches in the Code of Conduct
- Consequences of Breaching the Code of Conduct

3.1 Terminology

Community Members: includes all adults and children including parents, legal guardians, stepparents, grandparents, extended family, visitors, guests, babysitters, alumni students and any others involved in activities or communication related to Tarremah Steiner School.

4.0 Procedure / Expectations

Community Members are expected to act within the School's Workplace Health and Safety Policy. This includes following directions from staff with regard to emergencies. When visiting the school for any reason (other than drop off or pick up), Community Members are required to record arrival and departure times at reception.

4.1 General Expectations

Community Members are expected to:

- Treat students, staff and all members of the school with respect, courtesy and consideration.
- Assist in the creation of an environment free of fear, harassment, discrimination, racism and intimidation.
- Act with care, being always mindful of safe practices.
- Work cooperatively with all staff.
- Report any illegal or concerning activity/situation to the School Chair or appropriate staff member.
- Follow the steps within the School's Complaints Management Policy to address any issues or complaints.
- Support the decisions of the School.
- Actively support any School behaviour management strategies and/or learning support plans that concern their child.
- Never discipline or speak to a student who is not their child about their behaviour; this is the role of teaching staff. Community members should therefore raise any behavioural, bullying or peer group issues with a member of the teaching staff.

4.2 Expectations Regarding Communication

Respectful and ethical communication should be the highest endeavour for the adults in our community.

Community Members are expected to:

- Seek clarity in an appropriate manner by asking the right person.
- Organise a meeting with staff at a mutually convenient time.
- Contact their child via the School's Reception, never calling or texting their child's mobile telephone numbers during the school day.
- Ensure that their interactions with staff do not create unnecessary disharmony, stress or anxiety. All School staff are entitled to a safe and happy work environment.
- Use appropriate communication, including the use of non-discriminatory, respectful and non-judgmental language in verbal and written communication.
- Be considerate of teachers' down-time and personal family time by refraining from approaching or calling teachers at night (after 5pm), on the weekend or during non-term time regarding school matters unless the teacher has directly invited you to do so, or unless it is an absolute emergency. Community Members should consider carefully the most appropriate form of communication for any concern they may

have. e.g., important, complex and/or challenging issues should be presented at a scheduled meeting.

- Be considerate of teachers' need to focus on the day ahead and so avoid approaching a teacher prior to class with a confronting, complex or challenging issue, unless it is an absolute emergency. We are conscious that our teachers must be fully present ready to respond to the needs of their class. This ability is compromised by impromptu meeting prior to class.
- Maintain a supportive environment by avoiding negative discourse about any member of the school community.
- Be considerate of other members of the community by **never** making complaints of a malicious or vexatious nature.
- Ensure that they **never** engage in any action that may be regarded as bullying, harassing, intimidating and **never** write derogatory comments about the School or staff members on Social Media or any other platform.

4.3 Confidentiality

We respect Community Members' rights to privacy and require this to be reciprocated. This requirement includes:

- Respecting the privacy and dignity of all students, staff, council members, visitors and other volunteers.
- Maintaining confidentiality by not discussing other students' progress, behaviour, or personal information in relation to school, other than with the relevant staff member or the School Chair.
- Not sharing class lists of contact information, or any specific contact details without consent from that person.
- Not sharing on social media images of students (other than your own), which have been taken at school or on school events.

4.4 Raising Issues and Concerns

- Community members have the right to raise issues and concerns related to the education of their child or other School matters. If a community member has a complaint, criticism or concern, it is expected that they will first approach the person with whom they have the concern or complaint.
- Any concern or complaint that cannot be resolved – or cannot be raised – with the person concerned directly, will need to follow Tarremah's Complaints Management Policy.
- It is important to note that criticism regarding a staff member will only be heard if it is a matter relating to their professional performance and conduct.

4.5 Breaches in the Code of Conduct

Tarremah School will not be tolerant of any of the following:

- Smoking, vaping, or using tobacco, possession of, or being under the influence of alcohol or illegal drugs at any time while on school property or providing any of these substances to any students. (Note that alcohol may only be carried or consumed on the school property at specific events when no students are on the school site, with the express permission of the School Executive).
- Physical or verbal harassment, abuse or intimidation of any person or the use of profanity while on school grounds, including the school car park.
- Taking advantage of or acting abusively towards any person.

Consequences of Breaching the Code of Conduct

If a Community Member chooses to not act within this Code of Conduct, The School Chair will seek to remedy any breaches of this Code in the first instance. If necessary, appropriate authorities may need to be contacted.

If a Community Member chooses to act outside of this Code, the school reserves the right to:

- Limit physical access to the school or school activities.
- Limit communication with school staff.
- Cancel or suspend membership of the Tarremah Steiner School Foundation/Council/P&F etc.
- Withdraw future financial support (following the Parent Code of Conduct is a criterion for being eligible for receiving financial support.)
- Have a child withdrawn from the school

All complaints or grievances should be handled according to the Complaints Management Policy and its procedures.

5.0 Responsibilities

- School Chair
- School Executive

6.0 Reference Legislation

7.0 Related Documents

- Grievance Policy
- Complaints Management Policy
- Confidentiality and Privacy Policy
- Drug Education and Management Policy
- Emergency and Critical Incident Policy
- Workplace Health and Safety Policy

8.0 Contact Point

- School Chair

9.0 Authorisation

Approved by Executive: Approved by Council:

Name:

Date: