Parent, Guardian and/or Carer
Code of Conduct

1. Introduction

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. We deliver the VCE Vocational Major (VM)and Victorian Pathway Certificate (VPC) Curriculum for students aged 15-19 years. We provide a safe and inclusive learning environment for young people who may have been disengaged or are at risk of disengaging from education. The College is committed to supporting students to reach their individual personal, social and educational potential.

At Djerriwarrh Community College (the College) we aim to provide a safe, inclusive and supportive environment for all students, staff, parents/guardians and/or carers , volunteers and visitors. The College is committed to the safety and wellbeing of all children and young people and adheres to the Child Safe Standards (Refer to the Child Safety and Wellbeing Policy).

The continued enrolment of students is dependent on their behaviour being in accord with the College's policies, rules and regulations, as amended from time to time as well as the behaviour of Parents/Guardians being in accord with relevant policies and rules, including this Parent/Guardian and/ or carer Code of Conduct.

We have a zero tolerance policy regarding violence of any kind.

This Parents Guardians Carers Code of Conduct outlines the way in which the College expects all Parents Guardians Carers to conduct themselves when visiting the College, participating in College activities and communicating with members of our community.

2. Definitions

College	Djerriwarrh Community College
Parent, guardian, carers	Includes parents, guardians, carers, step-parents as listed in the Enrolment Application Form.
Staff	Includes all employed staff, contractors and volunteers of the College
Community members	Refers to other students, parents, guardians, carers and family members of College students and visitors to the College

3. Expectations of Parents, Guardians and or Carers

The College expects that Parents Guardians and/ or Carers will accept the authority of the College in setting standards of behaviour and performance and the subsequent consequences which may follow when these standards are not achieved.

It is expected that all Parents/Guardians support the College in its holistic approach to education and student wellbeing and to ensure individual supports are put in place.

College Values

All College Staff, Parent/guardians, Students and Community Members are expected to uphold the College Values:

- **Caring**: We provide a safe and supportive learning environment for all students.
- **Respectful**: We treat all members of our school community fairly and equally.
- **Inclusive**: We put the needs of our students first and welcome diversity in our school community.
- **Adaptable**: We respond to students needs in creative and flexible ways.
- **Accountable**: We take responsibility for our decisions and follow through on our commitments.

4. Visiting the College

Parents/Guardians are required to:

- Sign in at Reception when visiting during school hours
- Comply with all safety policies and procedures in place at the College
- Comply with relevant legal obligations under the legislation and any court order
- Only enter a classroom with permission from a staff member
- Listen respectfully, in the same manner required by students and staff, when attending any kind of College assembly, activity, presentation, class event, or public meeting
- Treat all Parents/Guardians, staff, contractors, volunteers, students (including their own) and visitors to the College with courtesy and respect
- Accept the authority of all staff, including Principal, teachers, administration and support staff when on College grounds or at school events and comply with any reasonable direction

Parents Guardians and or Carers must not:

- Use violence of any kind at any time

- Interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place
- Discipline or reprimand a student about their behaviour if that student is not their own
- Bully or harass other Parents/Guardians, staff, contractors, volunteers, students and visitors to the College
- Take a photo or video recording of a student if that student is not their own child, unless the parent/guardian of the student is present at the time and consents to the photo or video recording being taken
- Engage in theft, fraud or misuse of College resources
- Visit the College or attend College related activities whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health
- Smoke /vape on the College premises

5. Communication with staff

All staff, contractors and volunteers are entitled to a safe and enjoyable work environment.

Parents Guardians and or Carers are encouraged to communicate openly with all College staff, including teaching and non-teaching staff. Our staff members aim to support families and work with Parents/Guardians for positive outcomes for all Students.

If a Parent Guardian and or Carer contacts a staff member in relation to a query or concern, the recipient will respond within a reasonable period of time.

In order to most effectively discuss a particular query or concern, Parents Guardians and or Carers wishing to speak to a staff member (either in person or over the phone) should make an appointment in advance.

Parents Guardians Carers are required to:

- Speak to staff, contractors and volunteers with courtesy and respect
- Communicate with staff, contractors and volunteers in a clear, friendly and open manner
- Respect the privacy of staff, contractors and volunteers

Parents Guardians Carers must not:

- Raise their voice or interrupt whilst a staff member, contractor or volunteer is trying to speak
- Speak to staff, contractors or volunteers in a derogatory or offensive manner

- Take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent
- Post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent
- Assault (sexually or physically) a staff member, contractor or volunteer
- Intimidate, undermine, threaten, bully or harass students (including their own), staff, contractors or volunteers

6. Communication with other Students and Parents Guardians and or Carers

Parents Guardians and or Carers are required to:

- Speak to other students and Parents/Guardians with courtesy and respect
- Contribute to a positive and friendly culture within the College community
- Support and encourage the values, activities and ethos of the College
- Respect the privacy of other students and Parents Guardians and or Carers

Parents/Guardians must not:

- Raise their voice when speaking to other students and Parents Guardians and /or Carers
- Deliberately exclude a student or parent or treat a student or parent differently to other students or Parents Guardians Carers
- Speak to other students or Parents Guardians Carers in a derogatory or offensive manner
- Take a photo or video recording of another student or Parents Guardians Carers without their consent
- Post a photo or video recording of another student or Parents Guardians Carers on social media without consent
- Intimidate, undermine, threaten, bully or harass other students or Parents Guardians Carers
- Engage in any form of bullying, discrimination, vilification or harassment including cyber bullying or cyber abuse
- Engage in malicious, judgmental or discriminatory gossip either face-to-face or electronically
- Discipline or reprimand a student
- Disclose the personal details of a student or Parents Guardians Carers to another person without consent

7. Social media

Parents/Guardians recognise the potential for damage to be caused, directly or indirectly, to the College and others as a result of their personal use of social media especially in circumstances when they can be identified as a parent/guardian of the College.

When using social media, Parents/Guardians must:

- Respect a person's professional and personal environment and must not harass the College, its staff, its students or the wider College community
- Act with integrity
- Not use social media to voice grievances about the College
- Make reasonable efforts to ensure that their Student complies with the Acceptable Use of Technology Agreement
- Be respectful to staff, contractors, volunteers, other Parents Guardians Carers and students
- Never reveal confidential information relating to the College, staff members, contractors, volunteers, other Parents Guardians Carers or Students at the College
- Not post on social media defamatory, offensive, sexually inappropriate or other material that may damage the reputation of the College

8. Complaints

Parents Guardians and or Carers have the right to raise issues and concerns related to the education of their child or other matters relating to the College.

Parents Guardians and /or Carers should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to the College's Complaints Policy and Procedure.

When making a complaint to the College, Parents Guardians and /or Carers are required to act in a manner consistent with the Parent Guardian and /or carers Code of Conduct.

9. Consequences of a breach

Any parent, student, staff member, contractor or volunteer may notify the Principal of a possible breach of the Parents Guardians Carers Code of Conduct.

The Principal or their representative will investigate the complaint to determine whether there has been a breach of the Parents Guardians Carers Code of Conduct.

If satisfied that a breach has occurred, the Principal or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, direction not to enter College grounds for a period of time, or termination of enrolment.

10. Related Documents

Related policies	Acceptable Use of Technology Policy Behaviour Management Policy Child Safety and Wellbeing Policy Complaints and Appeals Policy Enrolment Policy Privacy Policy
Other related documents	Child Safety Code of Conduct Student Parent Handbook Enrolment Terms and Conditions Student Code of Conduct

11. Issuance and approval

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