



Family - School Relationship Code of Conduct

Central to the mission of Holy Spirit Parish School is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

At Holy Spirit Parish School, all children have a right to feel safe and to be safe. As a school community, we have a legal and moral responsibility to protect the children in our care.

INTRODUCTION

This Code of Conduct has a specific focus on safeguarding our students and young people at Holy Spirit Primary School against sexual, physical, psychological and emotional abuse or neglect. It has been developed in accordance with [Victorian Government's Ministerial Order No 870](#) to support the school's Professional Child Safety Code of Conduct and defines expectations of parents and those members of the school community.

PURPOSE

At Holy Spirit School, we are committed to nurturing respectful relationships and active partnerships with families. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships. Families act as one of the most influential role models in a child's life.

We therefore seek family 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 parents, caregivers, guardians, and volunteers in their dealings with staff, other families, students and the wider school community. It articulates the school's key expectations of both staff and families 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.

SCOPE

This Code of Conduct applies to all adults including parents, guardians, step-parents, grandparents, extended family, (referred to as **family** in this document) and any other person on the school premises, engaging in school related activities, attending school events or in any other way representing the school. As parents, volunteers and visitors etc. there is an expectation of support for the Vision and Mission of Holy Spirit School, Manifold Heights.

This Code of Conduct is to be read in conjunction with the school's:

- Vision Statement
- Behavioural Expectations
- Grievance Policy

OUR CULTURE OF RESPECTFUL RELATIONSHIPS

Among students, staff and families we strive to develop the following:

- a respect for the innate dignity and worth of every person
- an ability to understand the situation of others
- a cooperative attitude in working with others
- open, positive and honest communication
- the ability to work respectfully with other people
- trusting relationships
- responsible actions.

In promoting and upholding this culture, we expect that families will:

- support the school's Catholic ethos, traditions and practices
- support the school in its efforts to maintain a positive teaching and learning environment
- understand the importance of healthy family/teacher/child relationships and communicate any concerns to the school in a constructive and appropriate manner
- maintain a positive and co-operative attitude and interact positively with other families and members of the school community
- refrain from taking a photo or recording of another student, parent or staff member without their consent
- not to post a photo or recording of a child that is not their own child on social media without obtaining consent from the child's parent beforehand
- discourage gossip and hearsay by communicating with the school and always model good manners
- adhere to the school's policies
- treat students, staff and other parents with respect and courtesy.

In raising concerns on behalf of their child, or making a complaint about the school's practices or treatment of their child, we expect that families will:

- listen to their child, but remember that a different perception of events may be interpreted by others;
- observe the school's stated procedures for raising and resolving a grievance/complaint;
- protect our children, and not discuss any grievances or perceived failings in front of them regarding the school;
- under no circumstances approach another child personally, by phone or online, while in the care of the school, or any such event organised by the school, to address, discuss or chastise them because of actions towards their child or any other child;
- under no circumstances approach another child's parent personally, by phone or online, to discuss or chastise them because of actions between their children or any other children.

Refer the matter directly to the child's teacher or member of the leadership team for follow up and investigation by the school.

DIRECT COMMUNICATION WITH STAFF MEMBERS

The priority for staff members at Holy Spirit is the welfare and education of all students at our school. We expect families to:

- follow specified protocol for communication with staff members;
- respect teacher's preparation time before school and make an appointment for longer discussions at a mutually convenient time;
- schedule appointments so as not to disrupt learning time. Communicate the reason for the meeting to allow the staff member time to prepare, unless there is a genuine emergency that needs to be addressed;
- not expect staff to attend to emails and telephone calls instantaneously. However, ensure that they will attend to all correspondence within a reasonable timeframe;
- not expect staff to be sent emails or calls or to respond to communication outside normal working hours or during school holidays unless it is an urgent manner.

STAFF SAFETY AND WELLBEING

Holy Spirit School places high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviours as harmful and unacceptable insofar as they compromise the safety and professional wellbeing of our staff. These behaviours include, but are not limited to:

- using loud or offensive language: swearing, using profane language or displaying temper
- physical or verbal intimidation: threatening, aggressive gestures or actual bodily harm
- abusive or threatening emails, social media or text/voicemail/phone or other written communication
- gossiping with other parents, staff or visitors regarding other staff
- racist or sexist comments
- damage or violation of possessions/property.

BREACHES OF THE FAMILY-SCHOOL RELATIONSHIP CODE OF CONDUCT

When a family member behaves in such unacceptable ways, the Principal or a senior staff member will seek to resolve the situation and repair relationships through discussion and/or mediation.

Where a family member's behaviour is deemed likely to cause ongoing harm, distress or danger to the staff member, students or families, we may exercise our legal right to impose a temporary or permanent ban from the parent entering the school premises, or possible termination of enrolment of their child/children at Holy Spirit School.

In matters that involve violence that causes physical harm to the staff member or their property, the matter may be reported to the police for investigation.

Evaluation: This policy will be reviewed as part of the School Review cycle.

References: CECV "Safe and Sound Practice Guidelines (Occupational Violence)"

Dated: November 2018