



# The Springfield Anglican College

## Parent Code of Conduct

Document Approval and Version Control			
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## 1 Introduction

- 1.1 The Springfield Anglican College (**College**) is a diverse and welcoming community that strives to ensure that all students, staff, and members of the College community enjoy a respectful, safe, positive and supportive environment.
- 1.2 The College's thriving community is built around the following five key strategic pillars:
- Excellence
  - Confidence
  - Compassion
  - Community
  - Environment
- 1.3 The Parent Code of Conduct (**Parent Code**) sets out the required standards of behaviour and communication expected from all parents and visitors to the College and helps to embed the College's core values of:
- Respect
  - Integrity
  - Courage
- 1.4 For the purposes of the Parent Code the term 'parent' refers to parents, carers, guardians and people exercising parental responsibility for a child.
- 1.5 Parents agree to be bound by the Parent Code upon signing the College's enrolment agreement.
- 1.6 The application of the Parent Code is not limited to behaviour on the College's grounds or during College hours. It extends to behaviour at all College related activities and events and all communications with staff, students and members of the College community.
- 1.7 The Parent Code is complimentary to and must be read in conjunction with the College's Co-Curricular Code.



**1.8** Persons working or volunteering at the College are bound by *Our Commitment: Creating environments for children and young people to thrive - Code of Conduct for Anglican Schools and Education and Care Services (ASC Code)*. If there is any inconsistency between the Parent Code and the ASC Code, the ASC Code will take precedence over the Parent Code, to the extent of any such inconsistency.

## **2 Expected standards of parent and visitor behaviour**

**2.1** The College expects that every parent and visitor will:

- (a) act as a positive role model;
- (b) uphold the College's core values and beliefs;
- (c) behave in a manner that does not endanger the health, safety and wellbeing of themselves or others;
- (d) respect the authority of College staff and observe College rules as required;
- (e) strictly adhere to all College policies and procedures;
- (f) behave in a manner which is respectful, polite, courteous and considerate;
- (g) refrain from engaging in malicious or judgmental gossip (either directly or online) or other activities, conduct or communications that would reasonably be seen to undermine the reputation of the College, staff or students;
- (h) ensure that their actions do not bring the College into disrepute;
- (i) refrain from actions and behaviours that constitute bullying, harassment, discrimination or vilification, including any form of cyber bullying or cyber abuse;
- (j) refrain from offensive, insulting or derogatory language, gestures or conduct;
- (k) not engage in any form of verbal abuse or physical violence, including fighting, assault or threats of violence;
- (l) observe the terms of any Court order, obligation or undertaking that they may be subject to;



- (m) dress appropriately for attendance at the College or College events, including not wearing clothes with offensive language or insignia;
  - (n) not smoke or vape on College grounds, within 5 metres of the College boundary or at College events;
  - (o) not consume or possess alcohol on College grounds or at College events, unless the consumption of alcohol has been sanctioned by the College;
  - (p) not be intoxicated by alcohol or under the influence of illicit drugs whilst on College grounds, attending College events or engaging in College based activities;
  - (q) respect College property and the property of staff, students and the College community; and
  - (r) follow traffic and parking rules on College grounds.
- 2.2** A parent or visitor must not discipline in any manner (physically or verbally) a student who is not their own or speak to another student about their behaviour.

### **3 Respectful communications**

- 3.1** Parents and visitors are expected to interact respectfully with staff, students and members of the College community at all times.
- 3.2** Respectful communications involve:
- (a) being polite and using appropriate spoken and written language;
  - (b) speaking and behaving appropriately at all times;
  - (c) recognising and acknowledging personal differences;
  - (d) being compassionate when interacting with others;
  - (e) valuing staff time and being mindful that staff will respond to communications as soon as they are able to do so;



- (f) making an appointment to discuss any particular concerns, allowing staff adequate time to prepare and understanding that their time may be limited; and
- (g) using the College's communication processes to address concerns.

**3.3** Respectful communications **never** involve abusive language, raised voices or insulting, threatening or violent behaviour.

**3.4** If a parent or visitor fails to communicate respectfully with a staff member, whether in person in or outside the College grounds, during a telephone call or in an email, the staff member may:

- (a) ask the parent or visitor to immediately cease their inappropriate communication, to allow the communication to continue;
- (b) inform the parent or visitor that unless the inappropriate communication ceases, the staff member will end the communication;
- (c) request another staff member be present for the remainder of the communication;
- (d) raise the inappropriate communication with the respective Head of Campus or Principal; or
- (e) make a complaint to the Principal against the offending parent or visitor.

## **4 Social media**

**4.1** The College has established its own social media platforms to celebrate the achievements of students, staff and the College community.

**4.2** Parents wishing to engage with the College through any of its social media platforms must abide by the College's [Social Media House Rules](#).

**4.3** Any other social media sites created to allow parents a forum for sharing information which are not officially endorsed by the College must not include any reference to the College name (including the abbreviation TSAC) or contain any branding associated with the College (e.g. College logo, crest etc.).



## 5 Raising issues

- 5.1 Parents are encouraged to raise any issues they may have with the College as soon as those issues arise. The College takes all issues raised seriously and will treat parents with courtesy and respect whilst the College endeavours to resolve those issues.
- 5.2 As a general guide, minor issues may be raised with the student's teacher (Primary Campus) or Form Teacher or Subject teacher (Secondary Campus). Serious issues or issues that involve inappropriate conduct or misconduct may be raised with the Head of Primary, Heads of Clan (Secondary Campus), Head of Secondary or the Principal.
- 5.3 All complaints will be dealt with under the [Complaints Management in Anglican Education Policy](#) and [Complaints Management in Anglican Education Guidelines and Procedures](#).

## 6 Breach of Parent Code

- 6.1 Parents and visitors who breach the Parent Code will be referred to the Principal.
- 6.2 The Principal will determine the consequences for breaching the Parent Code which may include:
- (a) banning a parent or visitor from entry to College grounds or from attending College activities or events;
  - (b) directing how a parent or visitor may communicate with members of staff (e.g. through a nominated College representative);
  - (c) requiring a parent or visitor to make a private or public apology to an individual or group of individuals;
  - (d) terminating the enrolment of a parent's child or children;
  - (e) involving other authorities (e.g. Queensland Police); or
  - (f) taking such other appropriate steps according to the nature of the breach.



## **7 Administration**

This Parent Code of Conduct will be reviewed 3 years from the date of the approval shown herein unless circumstances require that an earlier review be conducted.