





# Code of Conduct for Parents

	Ratified by Council	Reviewed by Principal
Date	30 April 2021	30 April 2021
Name	Justin Coombs	Jenny Dougan
Signature		

*West Coast Steiner School is committed to being a Child Safe Organisation, taking a preventative and participatory stance on child protection issues and promoting a child safe environment based on the National Principles for Child Safe Organisations*

PROVENANCE		
<b>Responsibility:</b> School Principal	<b>Review Cycle:</b> 2 years	<b>Date for Next Review:</b> April 2023
<b>Related Policies and Procedures</b>	Child Protection Policy Concerns and Complaints Management Policy Social Media and Networking Policy Privacy Policy Code of Conduct for Students Code of Conduct for Staff Communication Guidelines Volunteers and Visitors Policy Contractor Management Policy Pastoral Care Policy	
<b>Relevant Legislation and Authority</b>	School Education Act 1999 School Education Regulations 2000 Working with Children Act 1988 Privacy Act 2020	
<b>Appendices</b>		

VERSION MANAGEMENT		
Date	Changes Made	Author
April 2021	Complete review of May 2018 Parent Code of Conduct to create new document Code of Conduct for Parents	L Lane

## **Background**

At West Coast Steiner School we believe parents play a crucial role in the academic, social, emotional, physical and spiritual development of their children and we value their participation and input. As a community guided by goodness, beauty and truth, our shared values enable our members to work together and enjoy the fellowship that arises from our collaborative efforts. We are blessed to be a diverse community that embraces different faiths and cultures, and supports the right to choose how we express our personal identities, opinions and beliefs.

Every community member has the right to feel valued and be treated as a person of worth and to feel safe, secure and supported in the School community. With this right comes the responsibility to be accountable for actions that put at risk the safety or wellbeing of others. The Code of Conduct – Parents places an obligation on all parents to take responsibility for their own conduct and to work with the School and its staff in the spirit of collaboration and respect. Staff and students at our School are guided by similar codes.

In accordance with the National Principles for Child Safe Organisations, West Coast Steiner School is committed to providing a child-safe environment which safeguards all students and is committed to promoting practices which provide for the safety, wellbeing and welfare of our children. We expect all school community members including staff, parents, students, volunteers, visitors and contractors to share this commitment. West Coast Steiner School explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment, as defined in our *Child Protection Policy*.

## **Purpose**

This Code of Conduct provides members of the West Coast Steiner School community with guidelines for the effective development of positive relationships within the School community and assists in promoting values that are in keeping with the School's philosophy. It sets out general expectations of the standards of behaviour required by parents in their dealings with staff, other parents, students and the wider community when in the School environment or when attending any School related function or activity at any other location.

## **Application**

This Code of Conduct applies to parents who have children enrolled in West Coast Steiner School. Parents agree to follow this Code of Conduct when they sign the Enrolment Agreement with the School. Although relatives, friends and supporters of students at the School are not a party to that Enrolment Agreement, this Code of Conduct is a guide for them about expected standards of behaviour.

This Code of Conduct stands beside, but does not exclude or replace, the rights and obligations of individuals under common law. It is also supported by State laws and regulations ensuring good order on school sites such as the Australian Education Act 2013.

For the purpose of this policy 'parent' includes step-parents, foster parents, legal guardians, carers and grandparents.

### *Parents have a right to:*

- be treated with respect and courtesy by staff, students and other parents.
- be treated with professionalism from all staff members.
- have a voice in matters relating to their child's education and welfare.
- be listened to, and clearly communicated with by the School, in regard to their child's learning and development.
- have sensitive issues, concerns or complaints treated in a serious and confidential manner, and responded to in a timely manner.
- expect that complaints made by parents will not adversely impact their children.

### *Parents have a responsibility to:*

- respect diversity in people, their ideas and opinions and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- respect the legal and moral rights of others and treat them with dignity and civility at all times, and especially when there is a disagreement.
- interact respectfully and positively with all members of the School community. The use of insulting, aggressive or otherwise offensive language or behaviour in the School environment will not be tolerated.
- support in words and actions the philosophy of Steiner Education. Parents can more fully support their child's learning by having a good understanding of the Steiner philosophy of education.
- work in partnership with the School for the common goal of achieving what is best for all. The School acts in the best interests of the whole community and all parents are asked to be supportive of the often difficult decisions the School Council and Principal are required to make, even though they may be contrary to an individual's own point of view. We ask that the School is unreservedly and publicly supported in such circumstances.
- adhere to the School's policies and guidelines, as outlined on the School website or official communication. This includes policies that the School must implement at the direction of the Federal or WA State Government. These may include but are not limited to topics concerning public health and safety and other possibly contentious issues that may be at odds with an individual's own perspective.

- value and champion the School and its reputation, including refraining from public criticism of the School, its activities and events and the children and staff at the School. Please read and comply with the *Social Media and Networking Policy*. To protect our children, do not discuss any grievances or perceived failings regarding the School or its staff in front of them.
- comply with all safety and emergency procedures in place at the School and in the event of an emergency to follow the instructions given by a member of staff.
- respect the privacy of other parents' personal details, including home and email addresses and phone numbers. Parents will not forward other parents' contact details without their permission or misuse class contact lists. Please read and comply with the *Privacy Policy*.
- support your child with encouraging, constructive feedback and by showing interest in School activities.
- help your child to discover it is more the process that is experienced, rather than the end product, that makes it all worthwhile.
- help your child to understand that 'giving of your very best' is what matters, rather than always comparing yourself against the capabilities or achievements of others.
- help your child develop resilience – it is through making mistakes, missing out and learning to cope with feelings like disappointment that children become healthy, independent adults.
- listen to your child, but remember that a different version of the event may be interpreted by others.
- co-operate where your child's behaviour has overstepped accepted School standards, as outlined in the *Code of Conduct for Students*, and follow specified protocols for communicating with staff.
- follow the correct procedures to resolve a conflict or make a complaint, as described in the School's *Concerns and Complaints Management Policy*.
- under no circumstances approach another child whilst in the care of the School to address, discuss or chastise them because of actions towards your own child. Parents should raise any behavioural or peer issues, or concerns around a student's wellbeing with a member of the teaching staff. Should you wish to discuss a sensitive or emotive matter, ensure the matter is not raised when children are present.
- demonstrate that parents and teachers work together with the best interests of the child at the centre of what they do. This understanding is at the heart of all communication between parents and teachers - respect the professional advice given by staff.

- discourage gossip and hearsay by contacting your child's teacher or the School directly regarding any queries relating to your child.
- maintain clear, timely and respectful communication with staff. Procedures for communicating with teachers and other staff members, whether by phone, email or in person, are clearly outlined in the *West Coast Steiner School Communications Guidelines*.
- respect that the time before class is set aside for teachers to prepare for the day and that they may have another appointment to attend after class. To enable the teacher to dedicate attention to your communication about your child, please make an appointment via Reception or your teacher's work email.
- defer to the teacher and follow their instructions when visiting class or volunteering to assist with class activities, excursions or camps. Teachers are in charge and have ultimate responsibility within the classroom for the safety, welfare, discipline and care of the students. Please read the *Visitors and Volunteers Policy* prior to volunteering at School.
- support the School's commitment to providing a child-safe environment by not engaging in inappropriate interactions with students, immediately informing the Principal of any disclosures a child has made in terms of grooming or abuse, and attending School community learning on child protection. Please read and comply with the School's *Child Protection Policy*.

### **Breach of this Code of Conduct**

Any parent, member of staff or student may notify the Principal of a possible breach of this Code of Conduct. The breach will be investigated by the Principal or delegate and the parent informed of the outcomes resulting from this breach.

The following sanctions may apply:

- a reminder of their agreement to this Code issued.
- a first and final warning meeting and subsequent letter being issued to inform the relevant person/s of the outcome of the investigation and that another breach of the Code of Conduct will not be tolerated.
- a banning from being on the School grounds or attending any extra-curricular activity.
- a direction, in the case of a parent, that he/she may only communicate with members of staff through a specified School representative.
- a restraining order being sought against the relevant person through the legal system.
- the discontinuation of your child's enrolment at the School, effective immediately.
- the School taking any other reasonable steps at its discretion, appropriate to the nature of the breach.

### **Review and Dissemination**

This Code of Conduct is made available to parents at the commencement of their child's enrolment at West Coast Steiner School and can be accessed via the School website. Current parents are regularly

reminded of their responsibilities to remain up to date on relevant School policies via the School Newsletter.

This Code of Conduct is available to staff via the School website and in the Policies and Procedures folder in the School Reception.

The School may, at any time, make amendments to this Code of Conduct to ensure continuous improvement. The Code of Conduct will be reviewed biennially by the Principal.