



Sapphire Coast
ANGLICAN COLLEGE

Parent Code of Conduct

(Web-version)

Relevant legislation/guidelines	Registered and Accredited Individual Non-government Schools (NSW) Manual - September 2023 – B8.2 Anti-Discrimination Act 1977 (NSW) Australian Human Rights Commission Act 1986 (Cth) Children and Young Persons (Care and Protection) Act 1998 (NSW) Community Services (Complaints, Appeals and monitoring) Act 1993 (NSW) Freedom of Information Act 1989 (NSW) Privacy Act 1998, Privacy Regulation 2013, and National Privacy Principles (Cth) Children’s Guardian Act 2019 (NSW) Work Health and Safety Act 2011 (Cth) Work Health and Safety Regulations 2017 (NSW)
Related documents	Bullying and harassment (including sexual harassment) policy and procedure Work health and safety policy Complaints policy - Community Code of Conduct – Student Code of Conduct - Staff Behaviour management policy Child protection policies Unreasonable complainant conduct policy
Authorisation	Principal
Date of approval	9 September 2025
Review cycle	Biennial
Feedback	Feedback on this policy can be emailed to the Principal

Commitment

Sapphire Coast Anglican College (SCAC) (the College) strives to work together to educate students in their care. On enrolment, parties enter into an agreement and a relationship. It is important that parents and guardians are aware of the College’s requirements and expectations of support and behaviours to maintain a positive, productive relationship.

Scope and Purpose

This Code applies to all adults including parents, guardians, step-parents, extended family, caregivers and any others while involved in activities or communication related to the College. For the purpose of this Code, the term “parent” refers to all caregivers as listed above.

The *Parent Code of Conduct* is intended to:

- provide a set of general principles to guide parents in their interaction with staff, students and other parents
- keep children safe

- communicate the College's expectation as to how parents conduct themselves when on College grounds or at College events
- explain how parents can direct their concerns.

Parental Conduct

The College values its diverse community and respects the rights, beliefs and practices of individuals and their families.

Parents play a vital role in shaping their child's educational journey and are expected to act in the best interests of students, their families, staff, and the broader College community. As a child's first and most influential role models, parents set the tone for lifelong attitudes toward learning, respect, and personal growth. Their active engagement and support are essential to fostering a positive, collaborative environment.

Accordingly, the College expects a high standard of personal behaviour from parents when they are on College grounds, attending events or communicating with staff or other students. For example:

- refraining from engaging in malicious or judgmental gossip (either directly or online), and ensuring that anything they say about others is fair and truthful
- refraining from actions and behaviour that constitutes bullying, harassment, discrimination or vilification
- refraining from offensive, insulting or derogatory language or conduct. This includes wearing clothing or displaying tattoos with offensive language or insignia
- dressing appropriately according to the occasion
- not smoking or possessing alcohol on College grounds, unless the event has been sanctioned by the College
- not attending College events if affected by alcohol or any other intoxicant
- showing proper care and regard for College property and the property of others
- following reasonably practicable directions to ensure occupational health and safety of themselves and others
- showing respect, courtesy and consideration;
- not be confrontational
- not sharing Email addresses or contact details of parents, staff and students with others without their express consent.

Support for disciplinary measures

The College expects students to comply with its policies and rules, not engaging in behaviour which is harmful to others or is contrary to the ethos and philosophy of the College. Parents are expected to support the College in relation to the application of its policies and not undermine its authority. In the case of minor disciplinary matters, the College will be the arbiter of what is a fair disciplinary measure and will not engage in debate about its appropriateness.

In relation to more serious disciplinary matters, which may result in suspension or expulsion, the College will inform parents of the matter in accordance with the College's *Behaviour management policy*. While parents will be consulted, the final decision will be the College's.

Interaction with staff, other parents and students

Parents are expected to interact civilly with staff, students and other parents at all times. Written and spoken communication should be courteous and respectful. Abusive language, raising your voice, insulting or violent behaviour to anyone on College grounds or at any College event will not be tolerated. Staff are required to report such behaviours and the College will maintain its Duty of Care as an employer to its staff.

Parents are expected to ensure that physical contact with students is appropriate given the age of, and relationship with the student such that questions of impropriety do not arise.

It is not appropriate to discipline another parents' child whilst on College grounds, nor initiate physical contact, unless there is a reasonable health and safety concern.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through Reception or via email with the teacher. Parents can make an appointment to see the appropriate Head of Junior or Senior School or Principal about any particular concerns they may have relating to their child.

Parents should never attempt to contact a staff member at their home, unless the staff member requests this.

Complaints

If a parent has a complaint about an issue, this should be directed to the staff member responsible for the particular area of activity. The *Complaints Policy* is available on the College website.

Social media

Parents can preserve their relationship with the College and its community as well as protect themselves against defamation and reputational damage by complying with the following:

- not mentioning or discussing, in a negative or defamatory way, the College, its staff and members of its community
- images of students in College uniform represent the College and should not be posted if they have the potential to bring negative connotations towards the College or its staff and students
- images containing other students should not be posted without the express consent of the other child/children's parents
- parents are not permitted to contact other students via any form of social media without the express consent of the student's parents.

Sport

The points made above in *Parental Conduct* apply to College sporting events. In particular, they should not abuse, threaten or otherwise seek to intimidate an umpire / referee or direct abuse against a player or representatives from another school.

Sports coaches at the College pick teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents to complain about the failure of their child to be picked for a particular team.

Separated parents

In some circumstances parents are required by law to advise the College of areas of potential conflict, such as family court orders. The College expects parents to behave lawfully on College grounds and observe the terms of any order, obligation or undertaking they may be subject to.

Aggrieved parents should not attempt to involve the College in any parental dispute that may arise. The College will not make judgments on the merits of claims made by one parent against another. It should not be asked to take any action which is designed to disadvantage another party.

Breaches of this Code of conduct

The consequences for breaches of this Code of Conduct will be determined by the Principal and may include:

- banning a parent from entry to College grounds, attending co-curricular activities or other College events
- directing a parent may only communicate with members of staff through a nominated College representative
- termination of enrolment of the child of that parent
- where appropriate, involve other authorities
- take other such steps as the College deems appropriate according to the nature of the breach.