

## 1. Purpose

My College values and welcomes the vital role that parents and carers play in their children's education, wellbeing, and development. This Parent Code of Conduct outlines the expectations for all parents and carers to support a safe, respectful, inclusive, and child-safe learning environment that aligns with the values of My College, Child Safe Standards, Ministerial Order 1359, Australian educational standards, and Islamic principles.

## 2. Scope

This policy applies to all adults interacting with the My College community, including parents, guardians, stepparents, grandparents, advocates, visitors and others participating in or connected with any school-related activities, events, communications, or use of digital technologies.

## 3. Statement of Commitment

My College is committed to upholding values of respect, mercy and excellence. As such the adult community of our school is expected to model courteous behaviour and treat all members of the community with respect and consideration.

### Definitions:

**Parent/Carer** – Includes biological parents, guardians, foster parents, stepparents, and any adult exercising parental responsibility.

**School Community** – Includes students, parents, staff, volunteers, contractors, and visitors to the school.

**Unacceptable Conduct** – Includes behaviour that is unlawful, disrespectful, unsafe, aggressive, intimidating, or otherwise inappropriate.

**School Grounds** – Refers to all school property including classrooms, playgrounds, car parks, offices, and event venues.

**Child Safety** – Protection of students from child abuse, harm, and exploitation, consistent with Child Safe Standards and Ministerial Order 1359.

## 4. Implementation

As a minimum, all members of the school community are expected to behave with respect, civility and in the manner of a responsible citizen. This applies during any form of communication, when visiting the school or online as outlined here.

### Communication

Parents and carers must:

- Communicate respectfully and courteously with all members of the school community.
- Use appropriate, polite, and inclusive language in all verbal, written, and digital communication.
- Respect the privacy, dignity, and confidentiality of students, families, and staff members.
- Raise concerns or complaints constructively through the processes outlined in the Complaints and Grievances Policy.
- Allow staff time to respond to communication during working hours only.
- Avoid aggressive, defamatory, threatening, or otherwise inappropriate behaviour in all communication, including social media and emails.

### Visiting the School

Parents and carers must:

- Sign in at the front office upon arrival and wear visitor identification if required.
- Follow all visitor protocols, parking arrangements, safety and emergency procedures.
- Dress modestly and respectfully, reflecting the Islamic values of the school.
- Comply with all staff instructions respectfully.
- Access only authorised areas and not enter classrooms or restricted areas without permission.
- Supervise any young children brought onto school premises.

### Safe ICT Conduct and Online Behaviour

My College expects all parents and carers to engage with technology in a manner that upholds child safety, respect, and the positive reputation of the school.

Parents and carers must:

- Use respectful and professional language in all digital interactions with school staff, students, and the broader community.
- Protect the privacy of students and staff by not posting or distributing photos, videos, or recordings without prior written consent from the school.
- Avoid participating in or creating any online forums, chats, or posts that insult, defame, threaten, or harm students, staff, or the reputation of the school.
- Support the school's effort to maintain a positive digital footprint and uphold its Islamic ethos.
- Immediately report any concerns about cyber safety, bullying, or inappropriate digital conduct to the Principal or Child Safety Officer.

Parents and carers must not:

- Post offensive, defamatory, or derogatory material related to My College or its community members.
- Disclose confidential information obtained through their relationship with the school.
- Communicate directly with other students via online platforms without school and parental approval.

### Compliance with Safe ICT Conduct

This Safe ICT Conduct expectation is based on:

- Department of Education Victoria ICT Acceptable Use Guidelines
- VRQA Child Safe Standards (Standard 9: Online Environments)
- Australian eSafety Commissioner Best Practice Guidelines

By enrolling their child at My College, parents and carers agree to comply with these ICT expectations as an integral part of the Parent Code of Conduct.

### Engagement at School Events

Parents and carers must:

- Act respectfully and courteously at all school events and activities.
- Comply with safety instructions and supervision protocols.
- Avoid photographing and recording students or staff without prior approval.
- Promote a welcoming, family-friendly and child-safe environment at all times.

### **Unacceptable Conduct**

Parents and carers must not:

- Engage in violent, aggressive, threatening, or abusive behaviour toward any person on school grounds.
- Defame, gossip about, or maliciously spread rumours regarding the school community.
- Use social media or online platforms to undermine the school or individuals.
- Approach or reprimand a student other than their own child.
- Attend the school under the influence of drugs or alcohol.
- Possess or use dangerous objects on school premises.

### **Conflict Resolution**

- Parents should raise initial concerns directly with the relevant teacher.
- If unresolved, concerns should be escalated through the Complaints and Grievances Policy.
- All concerns should be raised calmly, respectfully, and confidentially.
- The school will always act in the best interests of the whole student body.

### **Consequences of Breaching the Code**

If a parent or carer breaches this Code, the Principal may:

- Request the conduct cease immediately.
- Issue a verbal or written warning.
- Limit or prohibit access to the school grounds, events, or communications.
- Require communication only through designated staff.
- Refer serious breaches to external agencies (e.g., Police, Child Protection).
- Terminate the enrolment of the parent's child in severe cases, following due process.

All consequences will follow procedural fairness and natural justice.

### **Right to Appeal**

Parents and carers may appeal decisions under this Code by following the processes outlined in the Complaints and Grievances Policy. Appeals will be handled respectfully, confidentially, and fairly.

## **5.Roles & Responsibilities**

### Parents and Carers

- Model positive, respectful, and safe behaviour for all students.
- Support My College's Islamic values, educational vision, and child safety policies.
- Follow proper procedures when raising concerns, respecting the authority of the school.
- Accept that final decisions are made considering the best interests of all students.

### Staff

- Treat all parents and carers with professionalism, courtesy, and respect.
- Communicate clearly and fairly with families.
- Promote and uphold a child-safe environment at all times.

### Leadership Team

- Ensure the Parent Code of Conduct is communicated effectively.
- Monitor compliance with the Code and address breaches fairly and consistently.
- Maintain and review policies to meet VRQA and Child Safe Standards.

## **6.Related Policies & Legislation**

Enrolment Policy  
Complaints & Grievances Policy  
Child Safety Code of Conduct  
ICT Acceptable Use Policy

## **7.College Review**

Approved by: Principal and School Board, April 2025  
Next review: April 2027