



St Francis Xavier Primary School

Expectations of Parents and Guardians Code of Conduct

St Francis Xavier Primary School operates with the consent of the Bishop of the Diocese of Ballarat and is operated and governed by the Diocese of Ballarat Catholic Education Limited (DOBCEL).

Rationale

St Francis Xavier Primary School is committed to nurturing respectful relationships and active partnerships with you as parents. St Francis Xavier Primary believes that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

The school recognises that parents/carers are one of the most influential role models in your child's life. As a part of this school community, it is expected that parents/carers will promote and uphold the core values of the school community and its culture of respectful relationships.

This Code of Conduct is intended to guide parents/carers in your dealings with staff, other parents/carers, students and the wider school community. It articulates the school's key expectations of both staff and parents with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach St Francis Xavier Primary's culture of respect.

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

- Vision & Mission Statement
- Child Safe and Wellbeing Policy

St Francis Xavier Primary Schools Culture of Respectful Relationships

Among students, staff and parents/carers, 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, it is expected that parents/carers 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 parent/teacher/child relationships and strive to build the relationships
- adhere to the school's policies, as outlined on the school website
- treat staff and other parents with respect and courtesy.
- consider the impact of positive and negative comments made regarding the school community and all its members made in front of students.

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

- communicate with you regularly regarding your child's learning, development and wellbeing
- provide opportunities for involvement in your child's learning
- maintain confidentiality over sensitive issues
- relate with and respond to you in a respectful and professional manner
- ensure a timely response to any concerns raised by you.

Raising Concerns and Resolving Conflict

(Refer also to our Complaints Policy and Procedure)

In raising concerns on behalf of your child, or making a complaint about the school's practices or treatment of your child, **it is expected that parents/carers will:**

- observe the school's stated procedures for raising and resolving a grievance/complaint;
- follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner;
- refrain from approaching another child while in the care of the school to discuss or chastise them because of actions towards your child. Refer the matter directly to your child's teacher for follow-up and investigation by the school.
- listen to your child, but remember that a different 'reality' may exist elsewhere;

In responding to your concerns or a complaint, **it is expected that staff will:**

- observe confidentiality and a respect for sensitive issues
- ensure parent/carer views and opinions are heard and understood
- communicate and respond in ways that are constructive, fair and respectful
- ensure a timely response to your concerns/complaint
- strive for resolutions and outcomes that are satisfactory to all parties.

Staff Safety and Wellbeing

St Francis Xavier Primary School places high value and priority on maintaining a safe and respectful working environment for our staff. Certain behaviours are regarded as harmful and unacceptable insofar as they compromise the safety and professional wellbeing of our staff. These behaviours include, but are not limited to:

- shouting or swearing, either in person or on the telephone
- physical or verbal intimidation
- aggressive hand gestures
- writing rude, defamatory, aggressive or abusive comments to/about a staff member (emails/social media)
- racist or sexist comments
- damage or violation of possessions/property.

When a parent 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 parent/carers behaviour is deemed likely to cause ongoing harm, distress or danger to the staff member and others, the school may exercise its legal right to impose a temporary or permanent ban from the parent entering the school premises. In an extreme act of violence that causes physical harm to the staff member and/or their property, the matter will be reported to the police for investigation.

This Expectations Code of Conduct applies to all parents/carers, volunteers and visitors at St Francis Xavier Primary School.

Legislative Context

- [Education and Training Reform Act 2006 \(Vic\)](#)
- [Ministerial Order 1359: Implementing the Child Safe Standards - Managing the Risk of Child Abuse in Schools and School Boarding Premises](#)
- [National Standards for Volunteer Involvement](#)
- [Privacy Act 1988 \(Cth\)](#)
- [VRQA Minimum Standards and Requirements for School Registration](#)
- [Worker Screening Act 2020 \(Vic\)](#)

Records Management

St Francis Xavier Primary School will retain signed codes of conduct relevant to school expectations and will request that they are reviewed and updated annually. St Francis Xavier will comply with Public Record Office Victoria Standards (including in relation to minimum retention periods). privacy legislation and any relevant policies in relation to the storage and use of personal records.

Supporting Documentation

- Safeguarding Children & Young Code of Conduct
- St Francis Xavier Vision and Mission Statement
- Child Safe and Wellbeing Policy
- Visitor/Volunteer Policy
- Expectations of Parents and Guardians Code of Conduct
- Privacy Policy

Parent/Carer Acknowledgement

I/We acknowledge that, I/We have read, understood and will abide with St Francis Xavier Primary Schools Expectations Code of Conduct.					
Name:		Signature:		Date:	
Name:		Signature:		Date:	
Name:		Signature:		Date:	
Name:		Signature:		Date:	

Code of Conduct Owner	St Francis Xavier Primary School
Original Date:	November 2021
Current Date	August 2023
Review Date	August 2024