



# Holy Eucharist Catholic Primary School St Albans South.



## PARENT/CAREGIVER CODE OF CONDUCT POLICY

Please also refer to the Grievance Policy (*Parents/Caregivers*)

### **Holy Eucharist Catholic Primary School Commitment Statement to Child Safety**

*A safe and nurturing culture for all children and young people at our Catholic school*

'The intention for this statement is to provide a central focus for child safety<sup>1</sup> at our Catholic school, built around a common understanding of the moral imperative and overarching commitments that underpin our drive for improvement and cultural change....

...Holy Eucharist Primary School together with the CECV will stay abreast of current legislation and will meet legislative duties to protect the safety and wellbeing of children and young people in our care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements<sup>2</sup>.

<sup>1</sup>As defined by the Victorian Government Special Gazette No. 2 (2016), 'children and young people' in this document refers to those children and young people enrolled as students in Catholic schools in Victoria.

<sup>2</sup>Holy Eucharist Catholic Primary School Commitment Statement to Child Safety

### **EVIDENCE OF THIS OCCURRING AT HOLY EUCHARIST**

Holy Eucharist Primary School, together with the guidance of the Catholic Education Commission of Victoria Ltd (CECV) holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Our utmost responsibility at Holy Eucharist is to create a child-safe school environment. It is a dynamic process that involves active participation and responsibility by the whole school community.

Holy Eucharist Primary School, in partnership with families, will ensure children and young people, are engaged and active participants in decision-making processes, particularly those that have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.

### **Introduction**

At Holy Eucharist School we are committed to nurturing respectful relationships and active partnerships with you as parents/caregivers. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

As parents/caregivers, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships.

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

This Parent/Caregiver Code of Conduct is to be read in conjunction with Holy Eucharist school's:

- Commitment Statement to Child Safety
- Staff Code of Conduct
- Child Safety Policies
- Grievance Policy (Parents/Caregivers)

### **Our Culture of Respectful Relationships**

Among students, staff and parents/caregivers 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, we expect that parents/caregivers 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/caregivers/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/caregivers with respect and courtesy.
- 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**

*(Please refer also to Holy Eucharist's Grievance Policy – (Parents and Caregivers)*

In raising concerns on behalf of your child, or making a complaint about the school's practices or treatment of your child, we expect that you will:

- Listen to your child, but remember that a different 'reality' may exist elsewhere;
- 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.

In responding to your concerns or a complaint, we expect that staff will:

- Observe confidentiality and a respect for sensitive issues
- Ensure your 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**

Holy Eucharist School places high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviours 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/caregiver 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's/caregiver's behaviour is deemed likely to cause ongoing harm, distress or danger to the staff member and others, we may exercise our legal right to impose a temporary or permanent ban from the parent/caregiver entering the school premises. In an extreme act of violence that causes physical harm to the staff member and his/her property, the matter may be reported to the police for investigation.

### **Evaluation**

This policy will be evaluated in conjunction with Holy Eucharist's School Improvement Plan.

### **Staff Members Involved**

Michael Bonnici (Deputy Principal)

### **Date of Ratification**

September 2019

### **Reviewed:**

December 2022