

POLICY AND PROCEDURES

PARENT CODE OF CONDUCT EDU 4.12.5

Date Approved:	1/07/2022
Date Effective:	1/07/2022
Scheduled Review Date:	31/12/2022
Policy Category:	Educational
Policy Owner:	Principal

1. Context

SEDA College (Victoria) is committed to the engagement, education and empowerment of all students. We believe that every young person has the capacity to engage in learning, to achieve their life ambitions and make a significant and positive contribution to their community, all within a safe, supportive and inclusive learning environment. We promote diversity and tolerance at SEDA College, and people from all walks of life and cultural backgrounds are welcome.

2. Definitions

A reference or term included in this policy is defined as follows;

"SEDA College" or **"the College"** refers to SEDA College (Victoria).

"Student" means a person who is enrolled at or attends the school.

"Parent" for the purposes of this Code of Conduct includes anyone visiting the College who is not a current student, employee, contractor or volunteer. This includes guardians, carers and other visitors.

3. Application

This policy relates to current SEDA College parents, guardians, carers and visitors to the College.

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4. Statement of Policy

At SEDA College, we all make a commitment to the following values and expectations.

4.1 SEDA College Values

Growth – We embrace feedback and look for continuous improvement;

Resilience – We bounce back when things do not go to plan;

Empathy – We respect others and try to understand their feelings and perspective;

Accountability – We take responsibility for ourselves and follow through on our commitments; and

Teamwork – We work together willingly. We share challenges and success.

4.2 SEDA College Expectations

Parents are required to adhere to this Parent Code of Conduct, observe SEDA College's Child Safety and Wellbeing Policy, and adhere to the expectations for appropriate behaviour towards and in the company of children.

(a) General Expectations

Parents to the College will:

- Conduct themselves in a respectful and courteous manner and in compliance with the law;
- Use courteous and acceptable written and spoken language in all communications. No profane, insulting, harassing, aggressive or otherwise offensive language will be used;
- Act in the best interests and welfare of students, their families and staff members. They will not engage in malicious or judgmental gossip, and will ensure that anything they say about others is fair and truthful; and
- Value our diverse community and respect the rights, religious beliefs and practices of individuals and their families. Respect points of view that are different from our own and must refrain from actions and behaviour that constitutes harassment, discrimination or vilification.

When visiting SEDA College premises parent will:

- Respect and comply with reasonable requests and directions from the Principal and other members of staff;
- Support staff in maintaining a safe, secure and respectful learning environment for all students, including:
 - Raise any behavioural, bullying or peer group issues with a member of the teaching staff and handover the responsibility to deal with these issues to that teacher

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- Maintain absolute confidentiality of any information they obtain at school (information obtained at school can be discussed with classroom teachers or the Principal)
- Refrain from either speaking to or disciplining a child who is not theirs. In all instances behaviour of students that is of concern to a parent must be raised with either classroom teachers or the Regional Manager
- Work in partnership with the College to enhance the learning outcomes, wellbeing and conduct of their child, including:
 - Raise any concerns about their child's learning, conduct or wellbeing privately with the class teacher, Student Connect Coordinator or Regional Manager– preferably by appointment;
- Respect that the priority of College staff is the welfare and education of all children in the school. Therefore:
 - Refrain from interrupting or distracting a teacher while classroom activities or learning activities are underway
 - Be aware that the time available for staff to meet with parents is limited and must be scheduled at a time that does not disrupt the classroom. Parents should be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare, unless there is a genuine emergency that needs to be discussed
 - Appreciate that College staff are unlikely to respond to emails or telephone calls immediately. The College accepts that responses within 2 working days is acceptable and responses will not be made outside of working hours or during school holidays, with the exception of an emergency.

5. Referenced Documents

This Parent Code of Conduct is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- OHS Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety and Wellbeing Policy
- Privacy Policy
- Concerns, Complaints and Grievances Policy – Students

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6. Policy History

Version	Code (Policy) Owner	Approval Date	Effective Date	Summary of Changes
V1	Principal	30/07/19	30/07/19	New Parent Code of Conduct approved by circular resolution (post 25/07/19 College Board meeting)
V2	Principal	16/01/20	16/01/20	New College values inserted, to be consistent with new Strategic Plan 2020-2024.
V3	Principal	9/12/20	9/12/20	No changes made.
V4	Principal	10/05/21	10/05/21	Transfer to new letterhead, added tables at start and end for version control purposes. Minor text and formatting changes.
V5	Principal	01/07/2022	01/07/2022	Transfer to new template and letterhead. Update references to new policies in relation to Child Safety.

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