

POLICY AND PROCEDURES

PARENT CODE OF CONDUCT EDU 4.12.7

Date Approved:	19/09/2025
Date Effective:	19/09/2025
Scheduled Review Date:	19/09/2027
Policy Category:	Educational
Policy Owner:	Principal
Approving Body:	College Board

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.

"Staff" or **"staff member"** or **"employee"** in this policy includes all employees of SEDA College (Victoria).

For the purpose of this policy, an employee is a person who is:

- an employee of SEDA College, whether or not the person is employed in connection with any work or activities of SEDA College that relate to children; or
- engaged by SEDA College to provide services, including volunteers and volunteers from external agencies, secondees, individual business owners who employ or engage staff, contractors, office holders and directors of companies where the director performs work for the organisation, whether or not the person provides services to children.

"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 Code of Conduct applies to current SEDA College parents, guardians, carers and visitors to the College when:

- Visiting the College

SEDA College Victoria

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- Representing the College
- Attending activities and events that are College related
- Communicating (including on social media) about the College or other members of the school community, including staff and students at the school

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 Child Safety Code of Conduct, 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.
- Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- Not be in possession of, affected by, or provide to others, alcohol, cigarettes, vapes, drugs or other illicit substances, or allow consumption of these substances prior to, or during school activities.

- Respect school property and the property of staff, contractors, volunteers and other students

When visiting SEDA College premises parents 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
 - 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.

(b) Use of Technology & Social Media

Parents and other members of the school community must not take, or post online or on social media, photos or videos of other images of children who are not their own, where those children can be easily identified, unless permission has been obtained directly from the parent of that child/children or from the child directly where the child is of an appropriate age and maturity to provide their own consent.

Parents and other members of the school community should exercise sound judgement when posting on social media, using messaging channels or public platforms including not using these forums to:

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- Criticize, embarrass or humiliate others in the school community
- Voice concerns or complaints about the College

5. Breaches of this Code of Conduct

The consequences of a breach of this Code of Conduct by a parent / carer or member of the school community will be determined at the discretion of the Principal. The College may:

- Ban attendance at any College function or event
- Ban entry to any of the College campuses
- Direct that communication with staff may occur by specific means, including only through a nominated representative of the College
- Involve other authorities if required
- Determine other reasonable actions such as mediation.

In accordance with the Education and Training Reform Act 2006 (Vic) the Principal may issue a *School Community Safety Order* against any person who engages in harmful, threatening or abusive behaviour towards school staff, students and other members of the school community. The powers available to the Principal under the legislation that enables School Community Safety Orders include (but not limited to) the ability to exclude persons from school premises, prevent them from approaching, telephoning, or otherwise contacting specific staff members, or from using a communication platform controlled by the College.

6. Complaints and Grievances

Parents / carers who identify concerns related to the College or the care or education of their child are encouraged to bring their concern forward. If raising a complaint or concern, parents/carers are expected to follow the schools Concerns and Complaints Policy.

7. Referenced Documents and Related Legislation

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

SEDA College Policies and Procedures:

- Child Safety Code of Conduct
- Student Code of Conduct
- OHS Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety and Wellbeing Policy
- Privacy Policy
- Concerns and Complaints Policy – Students
- Photographing, Filming & Recording Students Policy

Related Legislation:

- Ministerial Order No.1359 – Implementing the Child Safe Standards
- Education and Training Reform Act 2006 (Vic)
- School Community Safety Order Scheme -

<https://www.vic.gov.au/overview-school-community-safety-order-scheme>

8. Policy History

Version	Code (Policy) Owner	Approval Date	Effective Date	Summary of Changes
V1	Principal	30/07/2019	30/07/2019	New Parent Code of Conduct approved by circular resolution (post 25/07/19 College Board meeting)
V2	Principal	16/01/2020	16/01/2020	New College values inserted, to be consistent with new Strategic Plan 2020-2024.
V3	Principal	09/12/2020	09/12/2020	No changes made.
V4	Principal	10/05/2021	10/05/2021	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.
V5	Principal	15/12/2022	15/12/2022	Reviewed for new year, no changes made.
V6	Principal	19/09/2023	19/09/2023	Added to the 'Application' section by incorporating additional content. Referenced 'Child Safety Code of Conduct.' Expanded the 'General Expectations' with additional content. Added- Section 4.2(b) 'Use of Technology and Social Media.' Section 5 - handling of 'Breaches of the Code.' Section 6 – Complains and concerns Included relevant legislative references within the referenced documents.
V7	Principal	19/09/2025	19/09/2025	Added the College Board as the approving body Added the definition of staff Added reference to the Ministerial Order 1359 to Section 7