PARENT CODE OF CONDUCT

All members of the John Paul College community should act in accordance with the core Catholic Teaching of Human Dignity. The mission of Christ becomes a reality for us only when each individual respects their own worth and dignity and accepts his or her responsibility to respect the rights and dignity of others. Christ has summarised this attitude for us very simply:

Always treat others as you would like them to treat you. *Matthew 7:12*

This Code of Conduct applies to parents, guardians, family members and caregivers in the school community. The aim of this code is to establish conditions that ensure the dignity of all are being respected and upheld.

WHEN VISITING THE SCHOOL OR ATTENDING A SCHOOL EVENT OFF CAMPUS

1. Parents must:
    a. comply with all safety policies and procedures in place at the College.
    b. listen respectfully, in the same manner required by students and staff, when attending any College assembly, presentation, event, or meeting.
    c. treat other parents, staff, students, and visitors to the College with courtesy and respect.
    d. accept the authority of the teacher (or teachers) when visiting the College.
2. Parents must not:
    a. discipline or reprimand a child about their behaviour if that child is not their own.
    b. bully or harass other parents, staff, students, and visitors to the College.
    c. take a photo or video recording of a child if that child is not their own unless the parent of the child is present at the time and consents to the photo or video recording.
    d. attend the College or school events whilst under the influence of illicit drugs or alcohol, this includes smoking and/or using e-cigarettes.

WHEN COMMUNICATING WITH STAFF

All staff are entitled to a safe and enjoyable work environment.

1. Parents must:
    a. speak to staff with courtesy and respect.
    b. communicate with staff in a clear, friendly and open manner.
    c. respect staff decisions and follow their directions.
    d. respect the privacy of staff.
    e. understand that if they contact a staff member with a query or concern, the recipient will respond within a reasonable period within work hours.
    f. understand to discuss a query or concern most effectively, an appointment needs to be made in advance for a meeting or phone conversation.
    g. only communicate to staff members via official school communication channels.
2. Parents must not:
    a. raise their voice or interrupt whilst having a conversation with a staff member.
    b. use profane, insulting, harassing, aggressive or otherwise offensive language.
    c. speak of staff in a derogatory or offensive manner.
    d. take a photo, video or audio recording of a staff member without prior consent.
    e. post a photo, video or audio recording of a staff member on any online platform without prior consent.
    f. Assault, intimidate, undermine, threaten, bully, or harass a staff member.

WHEN COMMUNICATING WITH OTHER MEMBERS OF THE SCHOOL COMMUNITY

Show empathy, understanding and sensitivity towards all College community members. All treatment of people, especially on the grounds of culture, race, age, gender, religion, or disability are to be just.

1. Parents must:
    a. speak to others with courtesy and respect, contributing to a positive and friendly culture within the College Community.
    b. respect the privacy of others.
2. Parents must not:
    a. raise their voice, use profane, insulting, harassing, aggressive or otherwise offensive language.
    b. deliberately exclude or purposely treat members of the College community differently.
    c. take or post a photo, video or audio recording of another person without their consent.
    d. intimidate, undermine, threaten, bully, or harass others.
    e. attempt to manage the behaviour of any child other than their own without consent.
    f. disclose the personal details of others to another person without consent.

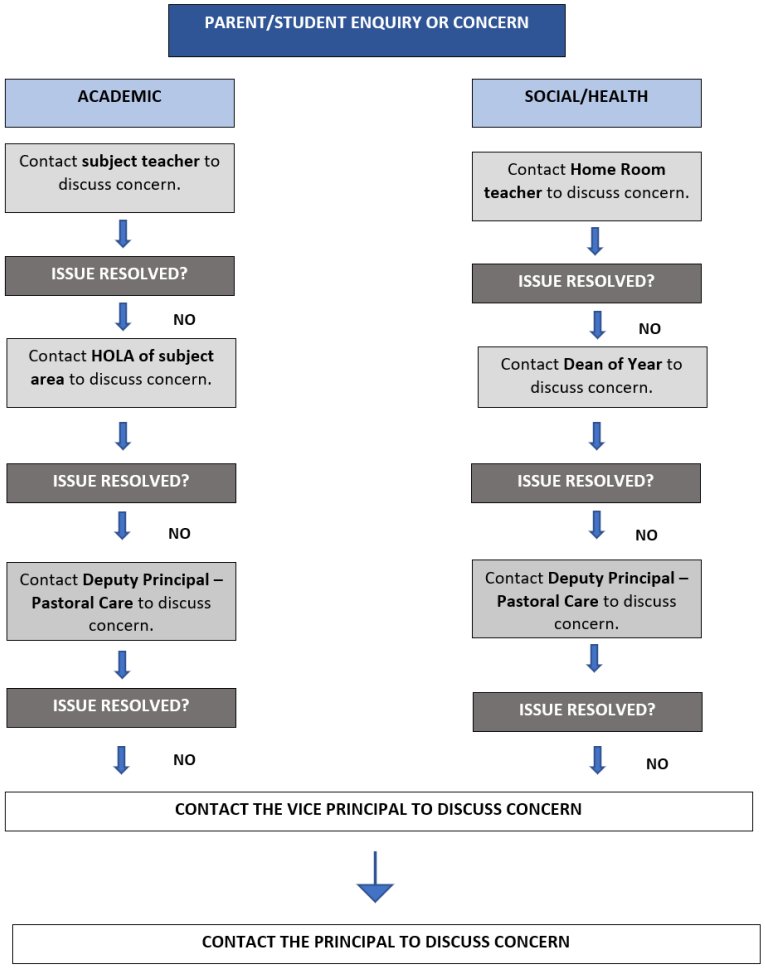
PARENT CODE OF CONDUCT

WHEN USING SOCIAL MEDIA

1. Parents must:
    a. respect a person's professional and personal environment online, by acting with integrity.
    b. make reasonable efforts to ensure that they and their children comply with the College's *Social Media Guidelines.*
2. Parents must not:
    c. reveal confidential information relating to the College, or any members of the school community.
    d. post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College.

WHEN MAKING A COMPLAINT

1. Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the College.
2. Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels, according to our procedures. This includes the College's *Communication System for Enquiry or Concerns*.
3. When making a complaint to the College, parents are required to act in a manner consistent with this Code of Conduct.
4. If parents believe their complaint is unresolved, then refer to the CEWA Dispute and Complaint Resolution Policy. https://www.jpc.wa.edu.au/CEWAPolicies.html

CONSEQUENCES OF A BREACH

1. Any parent and/or guardian, student or staff member, may notify the Principal of a possible breach of this Code of Conduct.
2. The Principal or their representative will investigate the complaint to determine whether there has been a breach of this Code of Conduct.
3. If satisfied that a breach has occurred, the Principal or their representative may implement disciplinary action against the respondent such as a warning, requirement to attend a meeting, direction to provide an apology, direction not to enter school grounds for a period of time, or any other sanction deemed appropriate.