

Parent Code of Conduct

Purpose

Leibler Yavneh College is a child safe organisation that aims to create a safe and nurturing environment for all its community members. It understands that parents and carers are integral members of the school community and contribute positively to the educational and wellbeing outcomes of its students. As such, the College expects that parents and carers share and demonstrate Leibler Yavneh College's child safe values. This Code outlines the expectations that Leibler Yavneh College has for parents and carers, particularly in relation to child safety and wellbeing.

Scope

The Parent Code of Conduct applies to all parents and carers of Leibler Yavneh College students while engaged in school-related activities, including representing the college at external venues. The definition of a parent and carer includes but is not limited to caregivers, guardians, stepparents, grandparents and extended family members who have a responsibility for the wellbeing of our students.

“Staff” refers to all Yavneh staff, teachers, assistants, administration staff members both permanent or casual. It includes all volunteers, members of the College Executive and contractors.

The Code extends to parents and carers' use of social media, online forums or other digital platforms where they have contact with school community members including students. The Code should be read in conjunction with the Child Safe Code of Conduct and the Child Safety Policy.

Related Policies

This Code of Conduct should be read in conjunction with:

- [Behaviour Education Policy](#)
- [Child Safety Policy](#)
- [Privacy Policy](#)
- [ICT Acceptable Use Policy](#)
- [Complaints and Grievances Policy](#)
- [Social Media Policy](#)
- Enrolment Policy
- [The Wellbeing of LGBTI+ Policy](#)
- [Positive Relationships Policy](#)

Expectations for parents and carers

Leibler Yavneh College expects that parents and carers model child-safe values reflected in the school's Child Safe Policy and Child Safe Code of Conduct. This includes following the applicable eleven Victorian Child Safe Standards, which reflect a commitment to nurturing all children and young people regardless of ethnicity, religion, gender, disability or cultural background. Parents and carers who are actively involved with the school as volunteers or

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who engage with students are also expected to read and sign the school’s Child Safe Code of Conduct.

We believe that when adults act respectfully and have high expectations, they positively influence others to act in a similar fashion. To ensure that our young people become ethical, empathetic, and caring individuals destined to make a positive difference in the world, adults must ensure that they explicitly and implicitly model appropriate behaviour

Parents and visitors who breach the Parent Code of Conduct will be contacted by the principal or their delegate. In accordance with the Leibler Yavneh College’s commitment to child safety, the school may decide to restrict or exclude parents and carers from coming onto school grounds, attending school functions or other school-based activities.

Leibler Yavneh College will follow internal and external reporting principles and requirements related to any allegation of child abuse and harm, in accordance with its Child Safety Reporting Procedure. Leibler Yavneh has zero tolerance for child abuse.

There is an expectation that school fees are paid on time. In the event that fees are in arrears, the College requires parents to proactively engage with the Credit Manager to establish a payment plan in a timely manner.

Communication and Interaction with Staff, Other Parents and Students

Leibler Yavneh College expects parents and carers to adhere to the following principles when dealing with other members of the community including staff, other parents and carers and students:

- Parents and carers should approach the class teacher in the first instance to seek their intervention to resolve a situation. If the situation remains unresolved, parents and carers can approach the relevant member of the Middle Leaders Group (Heads of Year or Heads of Department in Secondary) and if the matter remains unresolved approaches can be made to the School Leadership Team. Eg Head of ELC, Head of Primary etc.
- Parents and carers should treat all community members with respect, fairness, and dignity. This includes refraining from the following:
 - engaging in malicious or judgmental communication (either directly to, or about, or online)
 - using offensive, abusive, insulting, or derogatory language
 - engaging in any form of behaviour that constitutes harassment, bullying, discrimination, or denigration of others
- Parents and carers should respect the privacy of other community members and will not disseminate other community member’s private information without their express consent. This includes not taking or posting photographs of other students without the express consent of the other child and the child’s parents/carers.
- While parents and carers may have close relationships with other families and their children, they are expected to uphold the Leibler Yavneh College’s Child Safe Code of

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Conduct during any school related interactions. This includes advising the College of areas of potential conflict, such as parents and family court orders.

- Parents and carers should role-model exceptional behaviour for our students. This includes the expectation that parents will;
 - not smoke on school grounds or within four metres of any entrance in line in compliance with Victorian Law
 - not possess alcohol on school grounds, unless the event has been sanctioned by the College
 - not attend school events if affected by alcohol, drugs or other substances that may adversely influence their behaviour
 - not possess illicit substances on school grounds

- Parents and carers should encourage their children to read and understand the student Code of Conduct.

Process for Making a Complaint (Parent Complaint)

Leibler Yavneh College will treat all complaints made in good faith by parents and carers seriously. If parents and carers express their concerns to the College, they can expect to be treated with courtesy and respect to try to resolve the matter.

Minor concerns should be raised with the child’s teacher. Cases of more serious inappropriate conduct or misconduct ought to be directed to the relevant Head of School, Deputy Principal or ultimately to the Principal.

Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the College. The process in resolving a complaint or a grievance is outlined in greater detail in the College’s [Complaints and Grievances Policy](#)

Process for Making a Complaint (Staff Complaint)

A staff member may take one of the following actions in relation to inappropriate conduct by a parent or carers. Such inappropriate conduct may be a person-to-person interaction in or outside of the College grounds or via another form of exchange such as via a phone call or email:

- request that the parent or carer cease their inappropriate communication in order to allow the communication to proceed
- inform the parent or carer that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion
- request another staff member be present for the remainder of the meeting
- lodge a complaint against the offending parent or carer in accordance with the College’s [Complaints and Grievances Policy](#)

Breaches of the Code of Conduct

The Parent Code of Conduct is designed to assist parents and carers to appropriately direct their concerns and contribute to a harmonious school community that reflects the College’s values.

The consequences for breaches of the Code will be determined by the principal and may include the following:

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- the College may exclude a parent or carer from entry to school grounds or from attending College-related activities or other events.
- the College may direct that a parent or carer may only communicate with members of staff through a nominated College representative.
- in cases of extreme, multiple, or prolonged breaches of the Code by a parent, the College may terminate the enrolment of the child/ren of that parent, as determined by the Principal.
- the College, where appropriate, may involve other authorities.
- the College may take such other steps as it deems appropriate according to the nature of the breach.

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Declaration

I have read and understand my responsibilities in relation to the **Parent Code of Conduct**.

Child / children's name/s: _____ Year Level(s): _____

Parent/s name/s: _____

Parent/s signature: _____ Date: _____

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