

St Michael's College

Parent and Community Code of Conduct



St Michael's College is a Catholic Co-educational College proudly part of the Brisbane Catholic Education (BCE) system of schools. At St Michael's, the partnership between our students, their families and the College is valued as a fundamental cornerstone of success in the education of our young women and men.

This Code of Conduct is a guide for parents and community members in dealings with staff, other parents and community members, students and the wider College community. It articulates key expectations of staff and parents and community members with regard to respectful relationships and behaviours. It also specifies the College's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the following College policies available on the College website:

- Student, Parent and Guardian Complaints Management
- Student Protection and Code of Conduct Training for Volunteers and Other Personnel
- Student Protection Processes
- Privacy
- Social Media Policy

Guiding Principles for Respectful Relationships

At St Michael's College we strive to cultivate a culture where relationships between students, staff, parents and community members are founded on:

- Respect for the dignity for the human person.
- Empathy – a willingness to take time to understand the situation of others.
- A cooperative attitude to working with others.
- Open, positive and honest communication.
- Confidentiality.
- Commitment to the Common Good – the ability to work respectfully with other people.
- Mutual trust and respect.

In supporting Respectful Relationships, we expect Parents and Community Members will:

- Support the College Catholic ethos, traditions and practices.
- Be treated with respect and courtesy by staff, students and other parents and community members.
- Be listened to, and clearly communicated with by the College, in regard to their child's education and development.
- Have confidentiality over sensitive issues, being especially vigilant to ensure accuracy of any information received or shared.
- Be treated with professionalism in a caring and polite manner.
- Have a timely response to concerns raised.

- Adhere to College policies.
- Support the College in promoting and maintaining a positive Learning and Teaching environment.
- Respect and recognise the expertise and experience the educational and support staff of the College bring to decision making.
- Treat staff, students and other Parents and Community Members with respect and courtesy.

Code of Conduct Responsibilities of Parents and Community Members

- Ensure you have read, understood and accepted the conditions of enrolment as outlined in the Enrolment Application Process.
- Support in, words and actions, the philosophy of Brisbane Catholic Education and St Michael's College.
- Follow and support the implementation of the College Vision and Mission Statements through adherence to all College and BCE policies.
- Work in partnership with the College for the common goal of achieving what is best for all.
- Support your child/ren in all educational endeavours by giving praise and showing interest in school activities.
- Understand the importance of a healthy parent/teacher/student relationship and communicate any concerns to the College in a constructive and appropriate manner.
- Support the College in its efforts to maintain a positive learning and teaching environment while following the College's Behaviour Guidelines.
- Ensure the integrity of confidential, private and sensitive information is maintained at all times.
- Support the College's media expectations by ensuring that photography of other students, staff, parents and community members is consistent with College privacy policies.
- Create and maintain open, honest and positive relationships with staff, parents and students.
- Ensure you are free from the influences of alcohol, as appropriate to the occasion, or illegal drugs.
- Encourage community building with other parents in your child/ren's year level and across the College.
- Value the College community and its reputation especially when engaging with social media.
- Do not smoke on school premises and within five metres from entrance/fence line – as per State of Queensland legislation.
- Uphold and comply with applicable laws, policies and procedures at a diocesan, state and federal level (including Student Protection and Workplace Health and Safety)
- Disclose fully and accurately any information required by the College in its enrolment process and commit to further update this information as required.

Raising Concerns and Resolving Conflict

In raising concerns on behalf of your daughter or son, or making a complaint about the College's practices or treatment of your child, the College expects that you will:

- Listen to your daughter or son, but remember that a different 'reality' may exist elsewhere.
- Observe the College'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 College to discuss or chastise them because of actions towards your daughter or son. Refer the matter directly to your child's teacher for follow-up and investigation by the College.

In responding to the concerns or a complaint of a parent/guardian, the College expects that staff will:

- observe confidentiality and a respect for sensitive issues
- ensure the parent’s or community member’s views and opinions are heard and understood
- communicate and respond in ways that are constructive, fair and respectful
- ensure a timely response to the concerns/complaints of parents and community members
- strive for resolutions and outcomes that are satisfactory to all parties.

Refer also to the Student, Parent and Guardian Complaints Management policy available on the College website.

Breaches of the Parent and Community Code

Proven breaches of the Parent and Community Code, including vexatious complaints, may result in action including, but not limited to:

- Informal meeting(s) and discussion with the College Principal or delegate with the aim of finding a solution to the concern.
- Formal requests by the Principal for conduct to be addressed in line with Brisbane Catholic Education processes.
- Enactment of the ‘Education (General Provisions) Act 2006 – Part 6 - Directions and orders about conduct and orders at, or entry to, premises of non-state schools’.
- Exclusion of the parent (guardian or caregiver) from the College and/or possible recommendation to the Executive Director that the student’s enrolment be withdrawn.

Documentation Information	
Audience	St Michael’s Community (Staff/Students/Parents)
Policy Owner	St Michael’s College Board
Policy Manager	St Michael’s College CLT

Version	
Active Date	01/08/2019
Last Review Date	08/2021
Next Review Date	08/2022