

Code of Conduct for Parents, Carers and Visitors Policy

Policy Number: SAS011

Registered Entity	Nautilus Senior College
Policy Number	SAS011
Version	2.0
Policy Name	Code of Conduct for Parents, Carers and Visitors
Compliance Standards	ACEQA: NESA: 3.6 Safe and Supportive Environment VET:
Date Created	2017
Approved By / Date	CEO under delegation / 31/7/2023
Date Revised	31/8/18, 24/3/21, 15/7/2023
Next Revision Date	1/7/2025
Related Policies	SAS010 Student Code of Conduct PP009 Code of Conduct and Ethics
Related Documents	

“The School’s policies which are made from time to time are made pursuant to the requirements set out in section 47 of the Education Act 1990 No 8 (NSW) and of the NSW Education Standards Authority (NESA) requirements for registration of the school.”

Parents, Carers & Visitors are expected to meet standards with relation to the conduct with students, staff and other parents and visitors.

Parents and Visitors are asked to conduct themselves in accordance with the code on premises, in the community, electronically and on College outings.

The Code of Conduct should serve as a guideline for the Principal to assess acceptable standards of conduct.

The Code will also be supplied to parents, carers as part of the enrolment pack and via the College’s website.

SCOPE

Nautilus Senior College (the College) is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the College.

It is the intention of the College to provide clear guidelines to all parents, carers and visitors regarding the conduct expected of them whilst on the College premises, engaging in College related activities or representing the College. Parents, carers and visitors are expected to uphold the College’s core values at all times.

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Effective Date:	24032021	31072023				

1. Application

- 1.1. This Code applies to all parents and visitors to the College. The application of this Code is not limited to the College site and College hours. It extends to all activities and events that are College-related and when visiting or representing the College. The Code also requires that parent or visitor actions do not bring the College into disrepute at any time regardless of whether the action occurs within or outside of College activities.

2. Definition of a 'Parent, Carer or Visitor'

- 2.1. For the purposes of this policy, a 'Parent', Carer or 'Visitor' includes anyone visiting the College who is not a current student, employee, contractor or volunteer.

3. Parents and Carers at the College can expect that the College will:

- 3.1. Involve them in decisions that involve their child's education or wellbeing;
 3.2. Enable them to ask questions and to speak to their child's teacher or a member of the College leadership team at a mutually convenient time;
 3.3. Allow any concern or complaint to be heard consistent with the College's *Complaints Handling Policy* and that relationships will continue respectfully;
 3.4. Provide access to the teachers and provision of feedback regarding their child's progress, achievement and well-being; and
 3.5. Handle sensitive issues confidentially and ensuring preservation of dignity of each person.

4. Code of Conduct for Parents, Carers and Visitors

- 4.1. It is expected that every parent, carer and visitor will:
 4.2. Treat every member of the College community with courtesy and respect;
 4.3. Uphold the College's core beliefs and values;
 4.4. Uphold the College's rules and guidelines that are in place or the wellbeing and effective learning of students;
 4.5. Listen, talk collaboratively and share information with teachers and College staff to understand and resolve any issues, misunderstandings or concerns;
 4.6. Actively support the College's policies in relation to appropriate attire for College, including closed toe shoes;
 4.7. Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others;
 4.8. Communicate with their child/children's teacher or the Principal directly regarding any concerns about their child, other students, staff or community members;
 4.9. Abide by all health and safety rules and procedures operating within the College and other locations at which they may visit whilst representing the College;
 4.10. Ensure that their actions do not bring the College into disrepute;
 4.11. Respect the authority of members of staff and observe College rules as required;
 4.12. Strictly adhere to the College's policies and procedures as required;
 4.13. Behave with courtesy and consideration for others;
 4.14. Refrain from all forms of bullying and harassment;
 4.15. Refrain from activities, conduct or communication that would reasonably be seen to
 4.16. Undermine the reputation of the College, employees or students of the College (including activities on social media);
 4.17. Respect College property and the property of staff, contractors, volunteers and other students;
 4.18. Not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health whilst visiting the College site, attending College functions or engaging in College based activities.

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5. Unacceptable Conduct includes, but is not limited to:

- 5.1. inappropriate touching, handling, pushing of students, children or others
- 5.2. any form of physical or verbal violence including fighting, assault or threats of violence;
- 5.3. conduct that could be construed as sexual in nature towards or involving students or children;
- 5.4. any form of cyber bullying or cyber abuse;
- 5.5. any form of threatening language, gestures or conduct;
- 5.6. language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other;
- 5.7. theft, fraud or misuse of College resources;
- 5.8. the use of inappropriate or profane words or gestures and images;
- 5.9. visiting College, attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health;
- 5.10. smoking on the College premises or within the immediate environs of the College.

6. Responding to disputes

- 6.1. There will be times when parents and caregivers disagree with the College's decision or process. These matters are best addressed within a framework of dignity, respect and truth and in accordance with the College's *Complaints Handling Policy*. In rare circumstances where there are consistent and/or proven breaches of this Parent Code of Conduct, as determined by the Principal, the College has the right to implement certain actions which may include:
 - 6.1.1. an informal or a formal meeting with the parents and caregivers with the Principal or a member of the College's Leadership Teams to remind parents and caregivers about the expectations outlined in this document;
 - 6.1.2. exclusion of a parent or caregiver from the College under the *Enclosed Lands Protection Act 1901 (NSW)*; and/or
 - 6.1.3. in the case of unlawful or aggressive behaviour, bullying or intimidation of the College staff, the matter may be referred to the NSW Police or other appropriate agencies.

7. Breach

- 7.1. Parents, carers and visitors who breach this Code of Conduct will be contacted by the Principal. Appropriate action, which may include being banned from coming onto College grounds, attending College functions or College based activities, is at the discretion of the Principal.
- 7.2. In accordance with applicable legislation and the College's *Child Protection Policy and Procedures*, the Police and/or Department of Communities and Justice will be informed of breaches pertaining to this Code that require such a report.

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VERSION HISTORY

Version Number	Prepared by	Date Prepared	Approved by	Date Approved	Summary of Amendments
1.0					Creation
1.1		24/11/2018	CEO Under Delegation	31/10/2023	Minor Updates
1.2	John Beaumont/ Paul Davis (Integroe)	24/03/2021	CEO Under Delegation	24/03/2021	Minor wording updates in “unacceptable conduct” Inclusion of “carers”. Administrative updates, version table, header, footer, layout update.
2.0	Integroe Partners	July 2023	V.Brynes	31/7/2023	Amendments to reflect best practice.

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