



# PARENT CODE OF CONDUCT POLICY

AUSTRALIAN INTERNATIONAL ACADEMY HEAD OFFICE

56 Bakers Road, North Coburg, VIC 3058.

+ (613) 9350 4533 | aia.vic.edu.au

Last Review Date: November 2022 | Review Date: November 2024 | Ratified by Executive Principal: November 2022

## **PURPOSE:**

Australian International Academy of Education (AIAE, or the School) is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the School. All members of the School community are expected to support, encourage and model the values of the School and set a positive example with their actions, manner and speech/comments.

AIAE's *Parent Code of Conduct Policy* provides clear guidelines to all parents, guardians, carers of students, volunteers and visitors regarding the conduct expected of them towards students, staff and other parents whilst on School premises and off-site, including on any online forums and sites. This Code applies to all adults including parents, guardians, stepparents, grandparents, extended family members and caregivers. It also includes anyone visiting the School who is not a current student, employee, contractor or volunteer.

## **AIAE VALUES:**

AIAE believes that each child is a unique individual. Every student needs a secure, caring, and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically, and socially. Character building and values education are an integral part of the AIAE curriculum and ethos. These values are:

1. God Consciousness - Taqwa
2. Doing Your Best
3. Fair Go
4. Freedom
5. Integrity
6. Respect
7. Responsibility, Understanding, Tolerance and Inclusion
8. Honesty, Trustworthiness and Sincerity

Parents, guardians, volunteers and visitors to AIAE are encouraged to support the School by showing an awareness of these values in their interactions and communication with the school community.

## **APPLICATION OF CODE OF CONDUCT:**

This *Parent Code of Conduct Policy* applies to all AIAE parents, guardians and visitors to the School. The application of this Code is not limited to the School site and School hours. It extends to all activities and online comments and discussions and events that are school-related and when visiting or representing the School. The Code also requires that parent or visitor actions do not bring the School into disrepute at any time regardless of whether the action occurs within School, at extra curricular activities or on online forums and discussions.

**CONDUCT EXPECTED FROM ALL PARENTS & VISITORS:**

It is expected that every parent, guardian and visitor will:

- uphold the School's core beliefs and values and respect, support and adhere to the School's policies and procedures as required;
- comply with relevant legal obligations under Commonwealth and State Laws and any Court orders;
- behave in a manner that does not endanger the health, safety and wellbeing of themselves, students, staff or others;
- respect the authority of members of staff and observe School rules as required;
- accept the authority of staff members, comply with any reasonable direction, allow staff to supervise and manage students without interference, and only enter an active classroom or school site when invited to do so by a staff member;
- be responsive to concerns raised by the School about their children;
- ensure that their actions do not bring the School and School community, including staff into disrepute;
- behave and speak to others with courtesy, respect and consideration;
- not speak to others in a derogatory or offensive manner;
- refrain from all forms of bullying and harassment, including intimidation, threats or harassment;
- refrain from activities, conduct or communication (including online communication) that would reasonably be seen to undermine the reputation of the School, employees or students of the School;
- not discuss or mention the School, its staff or members of the School community in a negative or defamatory way when using social media, online forums or other platforms;
- not take or post photographs or personal information of other students without the express consent of the other child/children's parents;
- not post photographs of students in School uniform if it has the potential to bring negative or defamatory comments towards the student(s), staff or School;
- not set up any group with any words associated with any of AIAE's campuses in its title as it may mislead any reader to believe the School moderates the page;
- respect School property and the property of staff, contractors, volunteers and other students;
- drive and park with consideration and respect for others when delivering and collecting student(s) from the School; and
- abide by relevant road rules and laws and display respectful, polite behaviour to other drivers around the school.



### **UNACCEPTABLE CONDUCT:**

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children or other members of the School community in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person;
- any attempt to manage the behaviour of any student other than their own;
- any form of physical or verbal violence including fighting, assault or threats of violence;
- any form of cyberbullying or cyber abuse;
- any form of threatening and/or profane language, gestures or conduct;
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other;
- theft, fraud, damage or misuse of School resources;
- the use of inappropriate or profane words or gestures and images;
- visiting School, attending social, sporting or other functions whilst under the influence of illicit drugs and/or other substances, or intoxicated;
- smoking on the School premises or within the immediate environment of the School;

### **COMPLAINTS:**

AIAE takes seriously any genuine complaints and grievances that are brought to its attention and acknowledges the rights of all parents, guardians, carers to express their concerns related to the education of their child or other matters related to the School. It is therefore critical that parents are able to raise genuine concerns and/or grievances that they may have in an appropriate, constructive and respectful forum.

The School's Complaints Handling Policy sets out how concerns and grievances may be raised with the School; who they should be raised with and how the School will deal with these in a timely manner.

Parents are encouraged to consult and familiarise themselves with the *Complaints Handling Policy* available at [www.aia.vic.edu.au](http://www.aia.vic.edu.au) to ensure constructive processes are followed to resolve concerns and grievances they may have.

**BREACH OF THIS CODE OF CONDUCT:**

Any parent and/or guardian, student, staff member, contractor, volunteer or visitor may notify the relevant Head of Campus or their representative of a potential breach of this Code.

The Head of Campus or their representatives will investigate the complaint and determine whether there has been a breach of this Code.

If satisfied that a breach of this Code has occurred, the Executive Principal or Head of Campus may serve either verbally or in written form a *School Community Safety Order* which may include one or more of the following consequences:

- a. provide a first and /final warning that a breach of the Parent Code of Conduct has occurred and that a further breach will not be tolerated;
- b. determine whether a breach by the parent by making a private or public apology, depending on the circumstances, to an individual or group of individuals;
- c. limit or ban a parent, guardian, carer from entry onto School grounds, attending School related functions or School based activities;
- d. direct that a parent, guardian, carer may only communicate with members of staff through a nominated School representative;
- e. take such other steps as deemed appropriate, according to the nature of the breach; and/or
- f. terminate the enrolment of the child/children of that parent, guardian, carer from AIAE.

In accordance with applicable legislation, the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.