

# 601-4N ECG Secondary College Parent Code of Conduct

At ECG Secondary College, we believe in being inclusive, respectful and empowering in all that we do. We are all about creating safe and supportive spaces where our students can thrive in their learning. Creating those spaces is a responsibility shared by our whole school community – students, staff, volunteers, contractors and parents/carers/guardians. Together, we agree to behave with kindness, care and respect for all.

## Purpose:

The Parent Code of Conduct helps to ensure the health and welfare of all in our school community and supports every member of our community to feel safe in our school.

## Implementation:

This Code applies to all ECG Secondary College School parents/carers/guardians and visitors to the school. As members of the school community, parents/carers/guardians are expected to:

- be lawful, ethical, safe and responsible
- recognise and respect the rights of others
- respect the expertise, experience and qualifications of staff

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

The Parent Code of Conduct works alongside the ECG Secondary College Enrolment Agreement and is aligned to the School's Philosophy and Learning Model.

## Definitions:

'Visitor': includes anyone visiting a CCG or ECG Secondary College facility who is not a current student, employee, contractor or volunteer.

COMPASS: The school's online Student Management System

Parent/guardian/carer: means the person/s that are legally responsible for the student listed in the enrolment agreement and the enrolment application.

School: means ECG Secondary College. School number: 2062. ABN: 37005090317. Main campus: 71 Warragul – Korumburra Road, Warragul, Victoria 3120, Australia.

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# Required Code of Conduct

To participate in our school community, every Parent/Carer/Guardian must:

## Respect and value every member of the school community

- Treat every member of the school community with respect, fairness and dignity regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- Never touch, bully, abuse, or harass others. This includes physical, sexual or verbal contact, gestures, fighting, assault or threats of violence.
- Never use language, gestures or conduct which is likely to offend, harass, threaten, bully or unfairly discriminate against others.
- Never approach another student, while they are in the care of the school, to discuss their behaviour or actions.
- Avoid direct parent to parent contact when there has an incident at the school involving their student/students.
- Respect the privacy of others.
- Do not send unsolicited communications.
- Trust your enquires are attended to as soon as possible, knowing our priority is the wellbeing and education of our students.
- Do not contact staff outside of school hours

## Respect the safety of every member of the school community

- Do not endanger the health, safety and wellbeing of yourself or others.
- Follow all health and safety rules and procedures at the school and other locations when representing the school.
- Never be under the influence of alcohol, illicit drugs or other substances while visiting the school site, attending school functions or engaging in school-based activities.
- Never smoke or vape on the school premises or in the immediate area of the school.

## Respect and value our school

- Uphold the school's philosophy and values.
- Adhere to the school's policies and procedures.
- Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the school, employees or students of the school
- Respect school property and the property of staff, contractors, volunteers and other students.
- Value our dedication to our student's well being and education.

All conduct applies both in person and online.

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## Conflict Resolution

- Any conflict on school grounds will be responded to in accordance with the school’s complaints procedures.
- Every effort is made to listen to the grievances of all parties without involving outside parties who are not directly involved.
- Parents/Carers/Guardians have the right to raise issues and concerns related to the education of their child/dependent or school matters. Parents/Carers/Guardians should ensure that they raise their issues and concerns with the Lead Teacher of the Campus and follow the correct communication channels. Refer to the Complaints Policy which is available on the ECG Secondary College Website and in the Student and Parent Handbook.

## Breach of Code of Conduct

- Parents/Carers/Guardians and Visitors who breach the Code of Conduct will be contacted by the School Principal or Executive Principal and appropriate action will be taken on a case-by-case basis.
- Appropriate action may include but is not limited to:
  - ban from visiting school grounds
  - ban from attending parent-supported school functions or school-based activities
  - other actions as deemed appropriate at the discretion of the principal
- Parents/Carers/Guardians and Visitors who continually breach the Code of Conduct are referred to the Chief Executive Officer of CCG who has full discretion to act, which may include expulsion or suspension of the child/dependent.
- In accordance with applicable legislation and the School’s Child Protection Policy, the Police and/or Department of Human and Health Services may be informed of any unlawful breaches of this Code.

## Supporting Documentation

The following policies, procedures and Handbooks are to be read as part of this Code: (located on the ECG Secondary College website or provided in hardcopy on request):

- Occupational Health and Safety Policy
- Bullying Harassment and Discrimination Policy
- Child Safe Policy
- Child Safe Reporting Policy
- Child Safe Reporting Procedures
- Student Welfare, Care and Safety

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