

# 601-4N ECG Secondary College

## Parent Code of Conduct



### Purpose:

The Parent Code of Conduct works alongside the ECG Secondary College Enrolment Agreement and is aligned to the College's Philosophy and Learning Model. The health and welfare of all members of our college community is important. All ECG staff and students have the right to feel safe at the College. The adult community of our school is expected to model courteous behaviour and treat all members of the school community with respect and consideration.

### Implementation:

This Code applies to all ECG parents/carers/guardians and visitors to the College. As members of the College community parents/carers/guardians are expected to conduct themselves in a lawful, ethical, safe, and responsible manner that recognises and respects the rights of others and the expertise, experience, and qualifications of staff.

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 parents/carers/guardians 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.

## 1. Definitions

- 1.1 For the purposes of this policy, a '**Parent/Carer/Guardian**' or '**Visitor**' of ECG College and Community College Gippsland includes anyone visiting the College who is not a current student, employee, contractor or volunteer.
- 1.2 **Compass:** The College's online Student Management System
- 1.3 **Parent/Carer/Guardian** means the person/s who are legally responsible for the Student listed in the Agreement Form and the Student Enrolment Form.
- 1.4 **The College:** means ECG College, School number: 2062, ABN: 37005090317, main campus 71 Warragul — Korumburra Road, Warragul, Victoria 3120, Australia.

## 2. Required Code of Conduct

It is expected that every Parent/Carer/Guardian and Visitor will:

- Uphold the College's Philosophy and Values.
- Treat every member of the College 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.
- Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others.
- 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.
- Ensure their actions do not bring the College into disrepute.
- Respect the privacy of other parent/carers/guardians and not send unsolicited communications where privacy may be breached.

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- Strictly adhere to the College's policies and procedures.
- Behave with courtesy and consideration for others.
- Refrain from all forms of bullying and harassment.
- Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the College, employees or students at the College (including activities on social media).
- Respect College property and the property of staff, contractors, volunteers and other students.
- 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.
- The priority for college staff is the welfare and education of all students in the College. College staff are therefore not required to respond to emails and telephone calls instantaneously. Responses are not expected outside normal working hours or during school holidays unless it is an emergency.
- Time available for parents/carers/guardians to meet with staff is allocated on an individual basis. Parents/Carers/Guardians are to be mindful of the teacher's time and communicate the reason for the meeting and allow the teacher time to prepare, unless there is a genuine emergency.

### 3. Unacceptable conduct includes, but is not limited to:

- Touching, handling, pushing or otherwise physically or sexually engaging with students, children or any person within the CCG/ECG community in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person.
- Under no circumstances is a parent/carer/guardian to approach another student, whilst they are in the care of the school, to discuss or chastise them because of their actions. Such an approach to the student may be seen to be an assault on the student and may have legal consequences.
- Direct parent/parent contact should be avoided when there has been an incident at the school involving their student/students.
- Any form of physical or verbal violence including fighting, assault or threats of violence.
- Any form of cyber bullying or cyber abuse.
- Any form of threatening 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 or misuse of College resources.
- The use of inappropriate or profane words or gestures and images.
- Visiting the College, attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health.
- Smoking or vaping on the College premises or within the immediate environment of the College.

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### 4. Conflict Resolution

- Any conflict on college grounds will be dealt with in a mature and appropriate manner in accordance with the College's complaints procedures. The Principal and/or Senior Leadership Team will address the complaint dependent on the situation.
- Every effort will be made to listen to the grievances of all parties in a calm and rational manner without recourse to involvement to 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 college matters.
- Parents/Carers/Guardians should ensure that they raise their issues and concerns with the right person and follow the correct communication channels. Refer to the Complaints Policy which is available on the ECG College Website and in the Student and Parent Handbook.

### 5. Breach of the code of Conduct

- 5.1 Parents/Carers/Guardians and Visitors who breach the Code of Conduct will be contacted by the College Principal or Executive Principal and appropriate action will be taken dependent on the individual case.
- 5.2 Appropriate action may include but is not limited to:
- a) Implementation of the School Community Order Scheme,
    - being banned from coming onto College grounds
    - being banned from attending parent supported College functions or College based activities.
  - b) other response actions as deemed appropriate at the discretion of the College Principal.
- 5.3 Parents/Carers/Guardians and Visitors who continually breach the Code of Conduct will be referred to the Chief Executive Officer of CCG who has full discretion to act, which may include expulsion or suspension of the child/dependent.
- 5.4 In accordance with applicable legislation and the College's Child Protection Policy, external organisations will be informed of any unlawful breaches of this code, such as:
- The Police
  - The Department of Families, Fairness and Housing Services
  - The Orange Door
  - The Commission for Children and Young People

### Parent/Guardian Signature

Parent/Guardian Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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