

Code of Conduct - Parents

Introduction

Hale School is bound by its Anglican heritage, values and statement of purpose. All members of the School community are required to uphold these standards in everything we do at School, at School events, whether on campus or off-site and in all School related on-line communications and use of social media.

Purpose

The purpose of this Code is to provide parents with a clear understanding of Hale School's (the School's) expectations.

It is based on the educational ethos, principles and values of the School as expressed in the Code of Ethics, which requires all members to act with **integrity**, demonstrate **responsibility** and show **respect** in all interactions with each other and with the School. It is anticipated that parents will support the ethos and above values, model appropriate behaviours and work with staff to enable the best possible educational and pastoral outcomes for their boys.

The School is committed to ensuring the safety, welfare and wellbeing of all staff and students and is dedicated to protecting children from abuse and grooming by implementing robust policies and procedures to facilitate detection and reporting. Hale School expects all parents to share this commitment.

Additionally, parents must ensure that members of their family, relatives and carers who may be involved in the lives of their son(s) also comply with this Code in their interactions with the School and its staff and students.

Scope

The Code:

- Sets out the ethical obligations and expectations of all parents to act in accordance with the expressed standards of the School;
- Underlies the rights of all members of the School community to be treated respectfully, fairly and equitably in the School environment;
- Provides avenues for resolving and addressing breaches of the Code, policies and agreements;
- Promotes confidence in the integrity and professionalism of the staff and the services offered by the School; and
- Demonstrates the School's commitment to providing a child safe environment.

Definitions

For the purposes of this policy, '**parents**' includes but is not limited to the following:

- Parents
- Stepparents
- Grandparents
- Adult siblings
- Extended family and stepfamily members
- Guardians
- Caregivers

Policy principles

In selecting Hale School, parents are required to demonstrate an understanding of and reinforce the stated aims and values of the School.

The School expects parents to work as partners to ensure that the high standards and reputation of the School are not compromised, to model appropriate behaviours for their children and to work collaboratively with the School as it educates and provides pastoral support to students.

Integrity

At enrolment and throughout the course of a student's journey at Hale School, parents are required to:

- Honestly declare and provide information that is requested in compliance with legislation and school processes including that which relates to their son's health, immunisation status and any additional testing which may be relevant;
- Respond to School communication by completing forms and providing permissions in a timely manner when requested to do so;
- Meet financial obligations with respect to the payment of fees and any related ancillary expenses in accordance with the Fees Policy;
- Avoid fraudulent or corrupt behaviour such as the offer of gifts and/or bribes to gain advantages for their son; and
- Keep the School informed about a student's parenting arrangements, including any court orders that may be in place. Parents must not involve the School in parenting disputes or expect the School to act as the go-between for estranged parents.

Responsibility

Parents must:

- Familiarise themselves with the School's codes of conduct, directions, policies, procedures, rules and regulations and ensure their children do the same. Support the School in enforcing the provisions of the codes, policies and rules.

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- Encourage their son(s) to actively engage in the life of the School, to make the most of all academic, sporting and extra-curricular opportunities offered, to strive for personal and collective excellence and make choices consistent with School values.
 - Be responsive to concerns raised by the School about their son(s), including by being cooperative, providing information and attending meetings when required.
 - Raise concerns, grievances and complaints directly with the School in accordance with the provisions of the *Disputes and Complaints Policy* and related procedures.
 - In the first instance, parents are to approach their son's teacher or Pastoral Care provider to discuss academic and/or pastoral care matters. Staff will generally respond to emails and telephone calls within 48 hours Monday to Friday. In the event of an emergency, parents are to telephone the School Reception for assistance.
 - Recognise the damage that gossip can do within a school community and avoid destructive commentary, criticism, uninformed rumour or speculation with other parents or students including on social media.
 - On campus and whilst attending School activities and events, parents must demonstrate a duty of care to others and comply with any risk management, work, health and safety directions, policies and procedures including those relating to alcohol, drugs, smoking and vaping.
 - Comply with all traffic rules and traffic management systems in place, adhere to speed limits, observe all traffic signs, park appropriately and safely.
 - Show appropriate care and regard for the property of the School and others.
 - Dress appropriately for the occasion.
 - Comply with any government issued health orders or directions e.g. those in response to the COVID-19 pandemic, social distancing and face mask requirements.
- Respect**
When communicating verbally, in writing or online with members of the School community i.e., teachers, administration and operations staff, other parents, or students, parents are required to:
- Demonstrate respect, courtesy and consideration.
 - Ensure that their behaviour is not confrontational, aggressive, intimidatory or threatening and will not cause a risk to a person's health and wellbeing.
 - Refrain from gossip, raising their voice, using offensive and/or age-inappropriate language when communicating with or about children.
 - Where appropriate provide constructive and specific feedback for continuous improvement rather than using negative or disparaging language.
 - Respect personal and professional boundaries by not using the online presence of staff to raise School matters.
 - Ensure that physical contact with students is appropriate given the age of and relationship with the student.
 - Not take photographs, videos or other recordings of staff or parents without their consent or a student without their parents' consent.
 - Never publish information (personal particulars, contact information, images and/or recordings) concerning a staff member, parent, student or other member of the School community without their express consent.
 - Adhere to the provisions of the School's *Information and Communications Technology Policy*, specifically the guidance provided by the School to Administrators of Hale School related Facebook pages and WhatsApp groups. They are typically set up as groups and relate to a specific activity within the School like rowing or year level parent groups, but are not maintained by Hale employees.
 - Refrain from communicating with students from other families outside of the School, including by email or on social media without the prior consent of that student's parent(s).
 - Exercise restraint when attending and supporting School teams and adhere to the *PSA's Code of Conduct for Parents and other Spectators* (psa.wa.edu.au/code-of-conduct) when cheering their son(s) at co-curricular events.
 - Refrain from instructing, directing or disciplining students who are not their sons, while these students are engaged in School activities or are in the care of the School. In these circumstances, instruction and discipline matters are to be handled exclusively by School staff.
 - Whilst always seeking the best educational outcomes for their sons, parents are required to show compassion and sensitivity to the needs of others, their dignity and their aspirations.
 - Recognise that just as the School will seek to respect each student's privacy, the School will also respect the privacy of other members of the School community. This places limits on the information that the School may share with a parent when issues arise.

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Parents who are also members of School staff have an obligation to respect boundaries, not exercise influence and/or exert pressure on colleagues with teaching and pastoral care responsibilities for their son(s).

Breaches of this Code of Conduct

The consequences for breaching this *Code of Conduct* and the provisions of the signed *Conditions of Enrolment* will be determined at the discretion of the Headmaster and/or Chair of the Board. The first step will usually be a discussion intended to best support the parent as a member of the School community.

Serious or repeated breaches may result in other or further action by the School, which may include:

- A request that the relevant conduct cease immediately;
- A written warning;
- Direction to restrict communication with members of staff/parents/students through a nominated School representative;
- Exclusion from specified activities or entry to the School grounds for a particular period of time or permanently; and/or
- Termination of the enrolment of the son of that parent, in the rare event of the partnership between the parent and the School breaking down irretrievably, or in the case of particularly serious breaches.

Staff and volunteers are empowered to take steps to protect their own health and wellbeing. If they feel that a parent is behaving inappropriately, they are encouraged to indicate this and ask that the behaviour stop. If it does not, or if the staff member or volunteer feels that a parent's actions are posing a risk to their or someone else's health and wellbeing, they are empowered to remove themselves or anyone else who may be at risk from the situation. This may involve immediately concluding a meeting or telephone call or demanding that a parent immediately leave the School grounds/event/activity.

Parent complaints

Parents with a complaint are asked to raise it by following the process outlined in the School's *Disputes and Complaints Policy*.

Related Legislation and Policies

Code of Ethics

Code of Conduct for Staff

Code of Conduct for Students

Enrolment Policy

Disputes and Complaints Policy

Information and Communications Technology Policy

Risk Management Policy

Work Health and Safety Policy

Child Safety Policy

Child Protection and Mandatory Reporting Policy

Privacy Policy

Student Behaviour Management Policy

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