



**EAST PRESTON ISLAMIC COLLEGE**

**P A R E N T  
C O D E O F  
C O N D U C T**

## Introduction

East Preston Islamic College values parents and guardians as part of the College community and recognises that they have a right to participate in their child's education. Cooperation, collaboration and partnership between Parents/Carers and the College ensure that student learning, wellbeing, and the core values of *respect, learning, achievement, fairness, and commitment* are supported.

The purpose of this Parent Code of Conduct is to ensure cooperation and support by outlining the College's expectations for all parents and carers regarding the conduct expected of them while engaging in college related activities or representing East Preston Islamic College.

East Preston Islamic College expects all community members to demonstrate respect in all areas of conduct and relationship. Parents are expected to conduct themselves according to the principles of Islam and the Sunnah of the Prophet Muhammad (S.A.W.).

## Purpose

This Parent Code of Conduct is to ensure that all community members have a common understanding of the College's expectations concerning how people are to be treated within the College Community. This policy sets clear standards of behaviour which are expected of members of the College Community in the College environment or when attending any College function or activity at any other location.

The College Parent Code of Conduct specifies what should happen when someone does not comply with these standards of behaviour.

## Scope of Policy

For the purpose of this document, '**College Community**' comprises of but is not limited to, members of the College Board, the Principal, staff, tutors, volunteers, students, parents, guardians, stepparents, relatives, friends, supporters, carers, contractors, visitors and invitees of the College, when in the College environment or when attending any College related function or activity at any other location.

Wherever the term '**parent/s**' is used, it includes, but is not limited to, parents, guardians, stepparents, homestay parents and carers who have parental like responsibilities. This term is employed where it has been deemed the 'parent/s' have an added responsibility due to their parental role.

Parents and students agree to adhere to the Parent Code of Conduct as part of their Enrolment Contract with the College. Although stepparents, relatives, friends, supporters, and carers of students at the College are not a party to that Enrolment Contract, this Parent Code of Conduct is a guide for them about expected standards of behaviour.

## Supporting the College / General Expectations

Parents are expected to support the educational and Islamic ethos and values of the College, model appropriate behaviours for their children to learn from, and work with the College as it educates and provides wellbeing support to all students.

Parents can support the College and be positive role models by:

- Abide by the College's policies (which can be found on the College website under 'policies' tab) procedures, and directions, and ensure their children do the same.
- Be aware of the College's child protection protocols and, in particular, the Child Safe Policy which aims to ensure the safety and wellbeing of students. Link to child protection policies can be found on our College website or the following link: <https://www.epic.vic.edu.au/parents/policies/>
- Respect (and show to their children they respect) that the College is inclusive and welcomes students from a variety of backgrounds, and with different needs.
- Encourage their children to actively participate in the life of the College, including in the many sporting and co-curricular activities available (noting that some will be compulsory).
- Be responsive to concerns raised by the College about their child, including being cooperative, providing information and attending meetings when required.
- Keep the College informed about their child's behavioural or educational needs, including by providing updated medical information as it becomes available.
- Keep the College informed about their child's parenting arrangements, including any court orders that may be in place.
- Recognise the damage that gossip can do within a College community, and avoid unconstructive commentary (including criticism, uninformed rumour or speculation) with other parents, including on social media.
- Understand that the College endeavours to make informed decisions that are in the best interests of all students and the entire community, and that any concerns or grievances regarding College practices should first be raised via the College's established internal complaints procedures.
- Complete forms and provide information and permissions in a timely manner when requested to do so by the College, in order to enable the College to comply with its many regulatory requirements regarding child safety, health and welfare.
- Behave respectfully towards members of our community, including staff, employees, contractors, volunteers, students, and other parents.

## **Appropriate Use of Technology and Social Media**

The expectations set out in this Code of Conduct also apply to the way a parent uses technology and behaves online. For example, parents should:

- Respect a staff member's professional and personal boundaries, by not using their personal online presence to raise College matters
- Not take photos, videos, or other recordings of another student without their parent's consent, and not publish information (including personal details, contact information, images, and recordings) concerning a staff member, parent, student, or another member of the College community online without consent.
- Avoid publishing information which may bring the College (or any of its staff, students, parents, and other members of the College community) into disrepute. This includes where an image or recording shows a student in college uniform behaving inappropriately.
- Not communicate with other students outside of the College, including by email or on social media, without prior consent from that student's parent(s).
- Not discuss confidential or sensitive College matters, including any matter relating to grievances about a particular staff member, students, or other parents online.
- Not set up any online website, forum, blog, or group which features the College's name in its title, or which may suggest that it is operated or sanctioned by the College.
- ensure that their actions do not bring the College into disrepute;

## **Visiting College Grounds**

Parents must respect the College's risk management procedures when visiting the College. Parents should immediately proceed to Reception upon arrival to sign in and should only enter a classroom or other student environment when invited to do so by a staff member. This requirement does not apply when visiting the College only to:

- Attend an activity or event to which all members of the College community have been invited;
- Visit the College Uniform Shop; or
- Drop off or collect a child from college.

A parent should sign out when they exit College premises.

It is expected that all parents:

- Adhere to applicable occupational health and safety and risk management procedures
- Follow any reasonable directions given by college staff
- Show appropriate care and regard for the property of the College and others. Any damage should be promptly reported to the College
- Dress appropriately
- Not be under the influence of drugs and/or alcohol

## **Drop off /Pick up**

When dropping off and picking up students from the College, parents are expected to ensure the health and safety of all members of our college community, as well as the wider community, at all times.

Parents must adhere to all traffic rules and any College traffic management systems in place. This includes adhering to applicable speed limits, observing all traffic signs, limiting the use of car horns (unless indicating imminent danger), and parking appropriately and safely. Please ensure that you do not block access to any of our neighbour's driveways.

## **Raising concerns appropriately and productively**

The College is committed to the education and wellbeing of each student. It is therefore critical that Parents are able to raise genuine concerns and grievances they may have about such matters in an appropriate, constructive, and respectful forum.

The College's grievance management procedures are set out in the Complaints, Grievances and Concerns Policy, found on our College website or the following link: <https://www.epic.vic.edu.au/parents/policies/>. This policy sets out how concerns and grievances may be raised with the College, who they should be raised with, and how the College will deal with these in a respectful and timely manner.

Parents with concerns and grievances should consult the Complaints, Grievances and Concerns Policy.

However, in general:

- a. Parents should not communicate with another student about an issue concerning their own child. Parents must not attempt to discipline a student who is not their child and should not raise their voice when communicating (verbally or non-verbally) with another family's child.
- b. Parents should raise their concerns with their child's teacher in the first instance. More serious concerns or grievances, including where a parent is dissatisfied with a teacher's response to a concern, may be raised with the appropriate member of the College leadership (as set out in the Complaints, Grievances and Concerns Policy).
- c. Parents should clearly set out their concerns and grievances, and what they would practically like to see happen.
- d. Parents should appreciate that while the College is committed to dealing with their concerns and grievances in a timely manner, it will not always be practicable for staff to provide an immediate acknowledgement or response (particularly where a concern or grievance is sent by email).
- e. Parents should respect that the College employs experienced educators and other professionals who are well-trained in making academic, disciplinary, co-curricular and wellbeing decisions every day. While the College will always take into account the interests of the parent's child, the College must ultimately make decisions that take into account the interests of all students (and others who may be affected by the College's decisions).
- f. Parents should recognise that just as the College will seek to respect each student's privacy, the College will also respect the privacy of other members of the College community. This means there are limits to what information the College may share with a parent when issues arise. This does not mean that the College is not taking an issue or situation seriously or withholding information from a parent.
- g. Parents should not display inappropriate conduct such as racism, discrimination, and cultural abuse.

## **CONSEQUENCES FOR BREACHING THE PARENT CODE OF CONDUCT**

The Principal will have absolute discretion for deciding how to best respond to concerns about a parent's compliance with this Code of Conduct. Where the Principal considers that a parent has breached the Parent Code of Conduct, the Principal may take one or more of the following actions (and not necessarily in any particular order):

- Request that the relevant conduct immediately cease.
- Provide a written warning.
- Ban a parent (or another relevant person) from the College grounds, either for a particular period or permanently.
- Exclude a parent (or another relevant person) from College activities or events.
- Require that a parent (or another relevant person) only communicate with a nominated College representative.
- Termination of enrolment of a Parent's child(ren).
- Alert the College security guard to assist in de-escalation of a situation or to escort a Parent outside College grounds
- In accordance with applicable legislation, the Victoria Police and/or the Department of Families, Fairness and Housing (DFFH) will be informed of any unlawful breaches of this code.

Staff and volunteers are empowered to take steps to protect their own health and wellbeing. If they feel that a parent is being inappropriate, they are encouraged to indicate this and ask that it stop. If it does not, or if a staff member 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 from the situation. This may include by immediately concluding a meeting or phone call, or by requiring that a parent immediately leave the College grounds (or activity or event).

We trust that parents will fully support this Code of Conduct to ensure a positive environment for all.

### **Related Policies**

Complaints, Grievances and Concerns Policy

Child Safety Policy

Child Safe Code of Conduct