



## PARENT, CARER AND VISITOR CODE OF CONDUCT

As a Christian educational community, Brindabella Christian College strives to create an environment where all College staff, personnel, students, parents and visitors are safe and respected. This is because all people are created in God's image and are worthy of dignity and respect (Genesis 1:27). We are all called to encourage one another (1 Thessalonians 5:11) and pursue peace (2 Corinthians 5:18), and we are all accountable for our actions (Romans 14:12). The *Parent, Carer and Visitor Code of Conduct* supports the College in achieving its mission and is based on our 'WISE' values of Wisdom and Integrity and 'ROCK' values of Respect and Kindness. Positive and respectful relationships, behaviours and communication are a shared responsibility involving every member of the College community.

To maintain an environment where all College staff, personnel, students, parents and visitors are always safe and respected, the College expects parents, carers and visitors to:

### RESPECT THE COLLEGE

- Respect the Christian faith community of the College.
- Inform Enrolments (Enrolments@bcc.act.edu.au) of any changes in family details including contact information (address, home and mobile telephone numbers and email address) and Student Reception (StudentReception@bcc.act.edu.au) for any changes in medical information or dietary needs.
- Inform the Deputy Principal of any family circumstances involving legal matters including enforcement notices, parental arguments, etc. and keep all documentation up to date.
- Follow College procedures governing entry and behaviour on College grounds, including any restrictions that may be imposed.
- Present the College with an up-to-date 'Working With Vulnerable People' (WWVP) card when volunteering for College activities.
- If you have a complaint or grievance, please follow the College procedures governing complaints, which can be found at: <http://www.bcc.act.edu.au/lyneham/contact/college-contacts> (Lyneham) and <http://www.bcc.act.edu.au/charnwood/contact/college-contacts> (Charnwood)
- Be aware that events have many perspectives and be prepared to listen and seek to verify facts and understand all points of view.
- Please do not establish or maintain any unofficial social networking site that uses the College name, crest, logo or any other name by which the College and its community may be known without the express permission of the Principal or their delegate. This includes class-based Facebook pages.

### RESPECT COLLEGE STAFF AND PERSONNEL

- Show respect and courtesy towards all staff and personnel.
- Use polite language in the presence of all staff.
- Acknowledge that parents and teachers work together for the benefit of the students.
- Allow staff to supervise, investigate and manage students without interference.

- Do not raise concerns or make complaints about the College or its staff or personnel on social media or group chats.
- Respect the privacy of staff and personnel and do not seek to obtain their contact details or communicate with them in order to advance political or personal agendas.
- Respect and support the fair and impartial implementation of College policies and procedures.
- Do not interrupt the learning environment of the College by entering classrooms, staffrooms or offices without permission. If you wish to speak with a teacher, please phone the College or email the teacher to make an appointment.
- Raise issues or concerns by emailing the Class Teacher, Pastoral Teacher, School Coordinator or Head of Faculty.
- If a concern is of a serious nature, lodge a Written Complaint Form and Supporting Documentation to the Principal. Written Complaint Forms can be downloaded from: <http://www.bcc.act.edu.au/lyneham/contact/college-contacts> (Central) and <http://www.bcc.act.edu.au/charnwood/contact/college-contacts> (Norwest).

### **RESPECT STUDENTS**

- Respect the rights of students and treat all students with respect and courtesy.
- Use polite language in the presence of all students.
- Please do not approach any students regarding incidents or issues or chastise them because of their actions towards your own child. Raise these issues with a staff member instead.
- Never speak negatively about another child within earshot of others.
- Please do not photograph or video other students without the permission of their parents.
- Never post to the internet, publish or share photographs or video footage of other students without the written permission of their parents.
- Please do not engage students in conversation in order to elicit information about the College community or College business.
- Respect the privacy of students and do not seek to obtain their contact details or communicate with them in order to advance political or personal agendas.
- Support your children by encouraging or praising their educational endeavours and showing interest in College activities.

### **RESPECT PARENTS:**

- Respect the rights of other parents and treat all parents with respect and courtesy.
- Use polite language in the presence of other parents.
- Refrain from approaching another parent about concerns regarding their child's behaviour. Raise these issues with a staff member instead.
- Please respect the privacy of other parents and do not seek to obtain their contact details or communicate with them in order to advance political or personal agendas.
- Maintain appropriate confidentiality concerning school-related matters when socialising with parents outside of the College.

### **BREACHES OF THE PARENT, CARER AND VISITOR CODE OF CONDUCT**

When it becomes evident that a parent, carer or visitor has breached or is breaching the *Parent, Carer and Visitor Code of Conduct*, a staff member may remind a parent, carer or visitor of the College's expectations. For more serious breaches of the *Parent, Carer and Visitor Code of Conduct*, the Principal or their representative may approach the parent, carer or visitor. Serious breaches of the *Parent, Carer and Visitor Code of Conduct* may result in the annulment of the enrolment

contract. Serious breaches include ongoing disregard for the expectations outlined above and one-off incidents including:

- Physical assaults or threatened physical assaults on students, staff, parents or community members at the College or during the course of school activities including on the way to and from school.
- Behaviour in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to students, staff, parents or other visitors.
- Offensive language (ie. swearing) in the presence of students, staff or other visitors to the College.
- Inappropriate interruption to the learning environment of the College.

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Parent Signature

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Parent Signature

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Parent Name

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Parent Name

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Date

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Date