



# Genazzano FCJ College

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## Parent/Guardian – School Relationships Code of Conduct

### Introduction

Genazzano FCJ College is committed to nurturing respectful relationships and active partnerships with parents/guardians. The College believes that students' learning journeys are enriched through positive and reciprocal relationships. The College is always available to assist parents in developing a clearer understanding of expectations in all areas of College life.

Parents/guardians are influential role models in their children's lives. Genazzano seeks to work together with families in promoting and upholding the core values of the school community and the culture of respectful relationships.

This Code of Conduct applies to all Genazzano staff, parents/guardians, volunteers and visitors to the College. The application of this Code is not limited to the College site and College hours. It extends to all activities and events that are school-related and when visiting or representing the College.

The Code of Conduct articulates the College's key expectations of staff, parents, guardians, students, volunteers, coaches, visitors, religious, clergy, FCJ Board, College Council Members and student host families with regard to respectful relationships and behaviours. It also specifies the College's position with regard to unacceptable behaviours that breach the culture of respect that it is intrinsic to Genazzano.

This Code of Conduct is to be read in conjunction with the following policies which can be located on GenConnect:

- Genazzano FCJ College Vision and Mission
- Genazzano FCJ Profile - Community
- Complaints and Grievances Policy
- Privacy Policy
- Digital Technology Policy
- Student Healthy Relating Policy

### Our Culture of Respectful Relationships

In our daily interactions, staff, parents, guardians, students, volunteers, coaches, visitors, religious, clergy, FCJ Board, College Council Members and student host families strive to develop the following culture:

- A respect for the innate dignity and worth of every person
- An ability to empathise with the situation of others
- A cooperative and respectful disposition in working with others
- Open, positive and honest communication



**In promoting and upholding this culture all will:**

- Support the College's Catholic ethos, traditions and practices
- Support the College in its efforts to maintain a positive teaching and learning environment
- Understand the importance of healthy parent/teacher/child relationships and strive to build positive and productive relationships
- Adhere to College policies and the enrolment agreement as outlined on the school website and GenConnect
- Treat each other with respect and courtesy
- Refer issues of concern or conflict directly to the College for follow-up and investigation. The Homeroom Teachers and Team Leaders are the usual first point of contact.
- Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the College, employees or students of the College (including activities on social media)
- Refrain from recording, photographing or posting digital content about another student or parent without their consent
- Respect College property and the property of staff, contractors, volunteers and other students
- Communicate via email between 7.00am and 7.00pm on weekdays

**In promoting and upholding this culture, Genazzano staff will:**

- Communicate regularly regarding learning, development and wellbeing
- Provide opportunities for families to be involved in their child's learning
- Maintain confidentiality over sensitive issues
- Relate with and respond to parents/guardians in a respectful and professional manner
- As far as possible, respond to email communication and phone calls within one business day (ie: weekdays between 7.00am and 7.00pm)
- Ensure a timely response to concerns raised

**Raising Concerns and Resolving Conflict**

In working in partnership to support all students, Homeroom Teachers and Team Leaders are key points of contact when there are any issues or concerns about a student's well-being or learning. When raising concerns or making a complaint about the College's practices or treatment of your child, we ask that parents/guardians:

- Communicate with staff members by making appointments at a mutually convenient time and communicating any concerns in a constructive manner
- Refrain from contacting another student who is enrolled at the College in person or online to discuss or challenge them in relation to conflict with a member of their family



- Refrain from contacting parents/guardians of a student who is enrolled at the College in person or online to discuss or challenge them in relation to conflict with a family member
- For serious or unresolved complaints or grievances, observe the College's stated procedures by following the Grievances Complaints Policy
- Be aware that anonymous concerns or complaints cannot be investigated, as the College would be unable to confirm the authenticity of these complaints and then ensure procedural fairness to all parties

### **Staff Safety and Wellbeing**

The College places a high value and priority on maintaining a safe and respectful working environment for all who work here. The College regards certain behaviours as harmful and unacceptable, insofar as they compromise the safety and professional wellbeing of all who work at Genazzano. These behaviours include, but are not limited to:

- Language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor or volunteer
- Physical or verbal intimidation including aggressive hand gestures
- Writing defamatory, racist, sexist, aggressive or abusive comments to/about a community member (including emails/social media)
- Damage or violation of possessions/property
- Attending College social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health
- Smoking on the College premises or within the immediate environment of the College

When a parent/guardian behaves in such unacceptable ways, the Principal will seek to resolve the situation and repair relationships through discussion and/or mediation.

Where a parent/guardian's behaviour is deemed likely to cause ongoing harm, distress or danger to a staff member and others, the College may exercise its legal right to impose a temporary or permanent ban from that person entering the College's premises. In extreme cases, the matter may be reported to the police for investigation.