



Divine Mercy College  
326 Yangebup Road Yangebup WA 6164

Reg. Standard	Codes of Conducts
	14.3
Version	3
Written	2024
Next Review Date	2029

# CODES OF CONDUCTS

## PARENTS

### Background

Divine Mercy College aims to bring education and faith together in partnership with family, church and the school community. We aim to provide a quality Catholic education that is focused on the core values of faith, academics, service and personal development from pre-school and throughout high school to influence a rapidly changing world in a collaborative approach with parents, caregivers and volunteers to enable our students to be well educated and lead happy, successful lives who make contributions to local and global communities.

### Aim of this Code

To foster a safe, respectful, and supportive environment for all members of the Divine Mercy College community, where parents contribute positively to the educational mission and uphold the values of our Catholic Ethos. This code aims to ensure mutual respect, safety, and cooperation between parents, visitors, staff, and students, promoting an atmosphere conducive to learning, growth, and community harmony.

### Scope

This Parent Code of Conduct applies to all parents without exception, encompassing not only school premises and hours but also any activities or events related to the school. It is expected that parents' conduct upholds the school's reputation at all times, whether during school-related activities or in any other context, ensuring that their actions do not tarnish the school's standing.

### Legislation

- Teacher Registration Act 2012 (WA)
- Education Act 1999 (WA)
- Work health and Safety Act 2020 (WA)
- Privacy Act 1988 (Cth)
- Working with Children Act

## **Code of Conduct**

### **When Visiting School**

- During school hours, all visitors to the school must sign a visitors' register located at the school office so that their presence in the school is recorded in the event of an emergency.
- Parents/ Visitors are expected to:
  - Comply with all safety and emergency procedures in place at our College.
  - Treat all other visitors to our College with courtesy and respect.
  - Respect and support the College's Catholic Identity, ethos and values.
  - Refrain from behaviour that would not uphold the positive reputation of the College.
  - Ensure their child attends school.
  - Respect the confidentiality of all matters regarding other members of the school community.
  - Support all curriculum activities of the College, including camps.

### **When communicating with school staff, other parents and students**

- Parents are expected to interact civilly with staff, students, and other parents. Written and spoken communication should be courteous and respectful. Abusive language, raising your voice, and insulting or violent behaviour to anyone on School grounds or at any School-related event are not appropriate.
- Teachers are like all professionals, they work at their optimum when they have a quality life-work-social balance. Therefore, parents should not expect:
  - School staff returning calls after work hours (8am to 4:30pm weekdays).
  - Emails to be answered in the evenings or weekends.
  - Access to teachers' private phone numbers or emails.
- There are times when communication interferes with teaching and learning:
  - During the school day without an appointment.
  - Visiting the classroom during the teacher's preparation time before school, or speaking to the teacher disrespectfully or angrily, especially in front of your child or other students.
  - Using social media platforms inappropriately, and
  - Talking to other parents rather than discussing issues directly with staff members.
- Electronic communication, such as email, is encouraged for brief, non-urgent, and positive exchanges. However, in situations that are more complex or emotional, parents are encouraged to request a face-to-face meeting. This allows for a thorough discussion where concerns can be addressed with the necessary time and attention, ensuring effective communication and resolution of issues.
- Secret or unauthorised recording of conversations or activities within the school premises is prohibited. Any recording device, whether it be audio or video, must not be used to capture private conversations or classroom activities without the express consent of all parties involved. Unauthorised recordings not only violate privacy laws but also undermine the trust and respect within our school community. For further

details, please refer to the relevant legislation: Surveillance Devices Act 1988 (WA) and Privacy Act 1988.

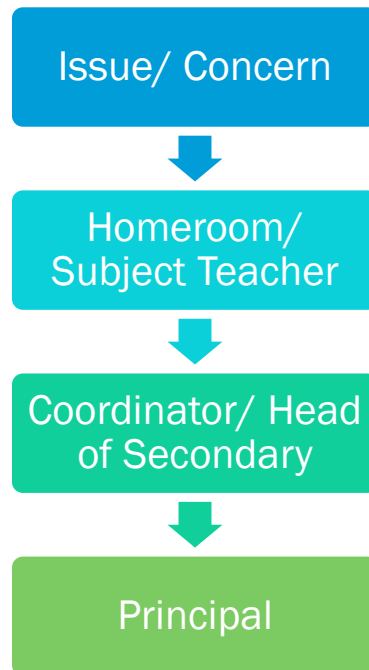
- Parents provide their email addresses to the school to receive communications about school-related matters and their child. The school will not give parents' email addresses to other parents without permission.

### **When communicating with the School Board**

The School Board is a means of communication for parents wishing to raise important educational issues. Other issues should be directed to the relevant staff member or principal.

### **When raising an issue/ concern**

Parents have the right to raise issues and concerns related to the education of their child or school matters. Parents should ensure that they raise their issues and concerns with the right persons and follow the correct communication channels.



### **Raising concerns appropriately and productively**

If a parent is not satisfied with the College's response, the Complaint Policy and Procedures is available on the School website.

### **Use of Social Media**

Social media can be defined as how we use technology to communicate and connect with others. Despite the range of positive uses for social media, there are also several ethical and legal issues associated with its use. Many people may hold the mistaken belief that anything

published online will have no legal consequences. However, parents should be aware that there are several potential legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage and defamation. Parents can ensure they abide by the laws and the School's expectations of its parents, by complying with the following:

- The School, its staff and members of its community should not be mentioned or discussed in a negative or defamatory way.
- Photographs of students in school uniform represent the School and its students and should not be posted if they have the potential to bring negative connotations towards the School or its staff and students.
- Photographs containing other students should not be posted without the express consent of the other child/ children's parents.
- Email addresses of parents, staff and students should not be given to other people without their express consent.
- Parents are not permitted to contact other students via any form of social media without the express consent of the student's parents.
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### **Ethical Conduct**

Parents play a key role in the education of their children and should act in the best interests of students, their families, staff and the School community. The School values its diverse community and respects the rights, beliefs and practices of individuals and their families.

Parents and students are the most significant role models. Accordingly, the School expects a high standard of personal behaviour from parents when they are on School grounds, attending events or communicating with staff or other students. For example:

- Refraining from engaging in malicious or judgmental gossip (either directly or online) and ensuring that anything they say about others is fair and truthful.
- Refraining from actions and behaviour that constitutes bullying, harassment, discrimination or vilification.
- Refraining from offensive, insulting or derogatory language or conduct. This includes wearing clothing with offensive language or insignia.
- Dressing appropriately according to the occasion.
- No smoking on School grounds at all times.
- Not attending School events if affected by alcohol or any other intoxicant.
- No unauthorised use of any type of camera (including smartphones)
- Adhere to all DMC policies and procedures.
- Report any breaches of Student, Staff or Parent Codes of Conduct.
- **Report any concerns you may have about grooming or child abuse to a teacher, Principal or Board Chair.**

### **Breaches of the Code of Conduct**

With these guidelines in place, it is hoped that parents can appropriately direct their concerns and contribute to a harmonious school community that reflects and builds on the

School's values. The consequences for breaches of this Code of Conduct will be determined by the Principal and may include one of the following:

- The School may ban a parent from entry to School grounds or from attending co-curricular activities or other events.
- The School may direct that a parent may only communicate with members of staff through a nominated School representative.
- In case of extreme or prolonged breach of the Code of Conduct by a parent, the School may terminate the enrolment of the child of that parent,
- The School may, where appropriate, involve other authorities.
- The School may take other such steps as it deems appropriate according to the nature of the breach.

### Review History

Version	Date released	Next review	Summary of Changes	Author
1	2013	2019	Document Created	Jodi Hample
2	2019	2024	Annual Review	Yan Lau
3	2024	2029	Annual Review  The policy was updated in line with the AISWA guideline  Applied to new template  Addition: Listening Devices and Surveillance Act; Issue/Concern table	Yan Lau