# Code of Conduct Policy

# Parents/Caregivers and Visitors

## 1. Rationale

Xavier College is committed to working alongside parents/caregivers to foster an open, welcoming, inclusive, and safe environment for all members of the College community. The College views all parents/caregivers as valuable contributors and participants in the life of the College and therefore all members of the College community are expected to respect and support the rights of all others by adhering to the College values of respect, understanding, affection, and humour in all interactions.

## 2. Scope

This policy applies to all parents/caregivers in our community and is actively supported by staff working within or for Xavier College. The application of this policy extends to all instances where parents/caregivers visit College premises, attend College related events and encompasses all communications with College staff including communication that is in person, over telephone and through digital means.

## 3. Policy Statement

Xavier College's Code of Conduct Policy aims to ensure that parents/caregivers are aware of the College's expectations when interacting with members of the community. The College is committed to nurturing an environment which is always welcoming, trusting, safe, open and promotes effective communication between all members of the College community in order to strengthen the partnerships required to meet the needs of the students entrusted in our care.

## 4. Responsibilities

Parents/caregivers and visitors to the College grounds will:

- uphold Xavier College's values of Respect, Understanding, Affection and Humour (RUAH);
- show a high regard to the physical and emotional health, wellbeing, and safety of all members of the College community;
- refrain from actions and behaviours that constitute bullying, harassment, discrimination or vilification;
- refrain from the use of offensive, insulting, and/or derogatory language;
- refrain from any form of physical or verbal violence including fighting, assaults or threats;
- interact in a civil manner when communicating with staff, students, other parents/caregivers, and visitors;
- not possess alcohol or illicit substances on College grounds;
- not be intoxicated by alcohol or under the influence of illicit substances whilst visiting the College, attending College related events or communicating with College staff;
- show proper care for College property and the property of others;
- respect the privacy of other members of the College community including staff, students and other parents/caregivers particularly with regard to social media;
- comply with all safety and emergency procedures when visiting the College or attending College related events, and in the event of an emergency follow the instructions given by any member of staff or emergency personnel.

Staff will:

- uphold Xavier College's values of Respect, Understanding, Affection and Humour (RUAH)
- in the Spirit of Don Bosco treat parent/caregiver interactions sensitively and confidentially and in a kind and caring manner;
- model behaviour and actions that respect, promote, nurture, and protect healthy relationships with all parents/caregivers;
- be positive and authentic in all their interactions with parents/caregivers;
- implement the College policy in a fair, responsible, and consistent manner.

The College Leadership Team will:

- model and uphold Xavier College's values of Respect, Understanding, Affection and Humour (RUAH)
- promote models of behaviour and actions that foster healthy interactions between staff and parents/ caregivers;
- ensure the Code of Conduct Policy is constantly reviewed and upheld;
- ensure parent and staff handbooks contain the Code of Conduct Policy and Procedures Parents/Caregivers and Visitors;
- ensure the Code of Conduct Policy is published on the College website;
- support all members of the College community in relation to adhering to the policy.

## 5. Breaches of the Code of Conduct

It is an ongoing requirement of your student's enrolment at the College that this Code of Conduct Policy is fully adhered to. The consequences for breaches of this policy will be determined by the Principal and may include, but are not limited to, the following:

- the College may ban a parent/caregiver from attending College grounds or College related events;
- the College may direct that a parent/caregiver only communicate with a nominated College representative through specific forms of communication;
- the College may terminate the enrolment of a student in extreme or prolonged breaches of the policy by a parent/caregiver associated with the student;
- the College may involve external authorities which may result in legal action being taken against a parent/caregiver.

## 6. Related Documents and References

- CESA/AISSA/DECD Protective Practices information for Parents and Caregivers (2017)
- SACCS Behaviour Education and Personal Responsibility Policy (2010)
- CESA Complaint Response and Resolution Procedure (2020)
- Xavier College Code of Conduct Procedures Parents/Caregivers and Visitors (2022)
- Xavier College Parent Handbook
- Xavier College Student Handbook

## Revision Record

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