



# St Ursula's College

TOOWOOMBA

## **Code of Conduct - Parents/Carers and Families, Visitors and Volunteers**

CRICOS No. 03033M



### Code of Conduct – Parents/Carers & Families, Visitors & Volunteers

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# Code of Conduct – Parents/Carers and Families, Visitors and Volunteers.

## Culture Statement

St Ursula's College, a Catholic educational and residential community in the Ursuline tradition, is dedicated to the education and care of young women.

We strive to create learning opportunities that will encourage students to take responsibility for their own thinking and learning, so that they may become more resourceful and empathetic young women who seek:

- the development of personal faith and spirituality
- participation and leadership in all facets of today's and tomorrow's world

The challenge for all is to model relationships within and beyond our community based on:

- mutual respect;
- tolerance and acceptance;
- care for the individual and the environment;
- interdependence and collaboration;
- service

so that our students, growing in wisdom, justice and integrity will contribute responsibly to their own transformation and that of society.

## Purpose

This Code of Conduct clarifies and affirms the standards of behaviour that are expected of parents/carers and families, visitors and volunteers of St Ursula's College, Toowoomba. These standards of behaviour are in accordance with the College ethos. It is expected that all members of



the College community interact with students and adults in a respectful, honest, courteous and considerate manner.

As a Catholic College in the Ursuline tradition, St Ursula's College, Toowoomba is committed to the mission of Catholic schools which unequivocally commits them to fostering the dignity, self-esteem and integrity of each member of the community. The provision of a safe and supportive environment is an essential element to ensure that all students, parents, teachers, support staff and volunteers have the right to be safe and feel safe in the College community. These relationships should be based on those modelled by parents/carers and families, visitors and volunteers.

St Ursula's College fully endorses the view that a large part of what children and young people learn comes from their observation of others. Hence, in the crucial area of learning how to develop positive interpersonal relationships and social skills, children and young people require suitable role models. This Code of Conduct establishes the basis on which all parents, visitors and volunteers can be such role models for children and young people. This Code of Conduct also specifies the consequences for any person not complying with these standards.

Parents/carers and families, visitors and volunteers should be aware of all College Policies which can be found online at [www.st-ursula.qld.edu.au](http://www.st-ursula.qld.edu.au)

## Scope

This code of conduct applies to all adults, including parents/carers and families, visitors, volunteers, staff contractors, coaches and others while involved in any activities related to St Ursula's College.

## Responsibilities and Procedures

All members of school communities including parents/carers and families, visitors and volunteers at St Ursula's College have a responsibility to conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.

### **Parents/carers and families, visitors and volunteers are responsible for:**

- reading the Code of Conduct Policy
- abiding by the standards of conduct as set out in this policy

**Members of affiliated and support groups** are responsible for ensuring that the aims of their group and its practices are consistent with the Code of Conduct.

**Members of the wider College community** are expected to comply with this Code of Conduct in all their interactions with the College whether on campus or attending a College-related function, event or activity at any other location.

**Any College Community member who invites** a relative, friend, supporter, carer or other person (adult or child) to be present at a College-related function or activity at any location is responsible for that person and must ensure that they act at all times in a manner consistent with this Code of Conduct.

RESPONSIBILITIES	PROCEDURES
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<ul style="list-style-type: none"> <li>• Establish a relationship based on respect, mutual trust and open communication by -             <ul style="list-style-type: none"> <li>○ supporting the ethos of the College and its Catholic values</li> <li>○ developing effective partnerships with staff to achieve the best possible outcomes for students</li> <li>○ supporting the school in its efforts to maintain a positive teaching and learning environment</li> <li>○ ensuring they understand relevant rules, policies, and procedures that affect their children and themselves (including the Mobile Phone Policy, the Positive Peer Relations Policy and the Student Uniform Policy and Expectations.)</li> <li>○ showing an active but non-invasive interest in their children's schooling</li> <li>○ allowing staff to supervise, investigate and manage students through correct procedures</li> <li>○ following correct procedures when there are concerns; make complaints about the College, staff or students through the correct procedures and in accordance with the College Grievance( Maintaining Right Relations) Policy</li> <li>○ communicating regularly with the College</li> <li>○ agreeing to be bound by this Code of Conduct when enrolling daughter at College</li> <li>○ showing proper care and regard for College property and the property of others</li> <li>○ ensuring relationships with students are in accordance with the Student Protection Policy</li> <li>○ ensuring your daughter attends school regularly</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Respect and comply with reasonable requests or directions of the Principal or other members of the staff.</li> <li>• Refrain from public criticism of students and staff of the College by word of mouth or social media.</li> <li>• Whenever at the College go directly to the Office to sign in. If you are unsure of procedures, the Office staff will assist you.</li> <li>• Use calm and respectful dialogue when interacting with College staff either by phone, in person or email. The use of profane, insulting, harassing, aggressive or otherwise offensive language is unacceptable.</li> <li>• Under no circumstances approach a staff member in a confrontational manner. This includes aggressive emails.</li> <li>• It is not appropriate to approach a staff member outside the College to discuss College business, e.g. at the supermarket or social gatherings.</li> <li>• Under no circumstances approach another child whilst they are in the care of the College to discuss or chastise them because of their actions towards your own child.</li> <li>• If you have concerns about your daughter and need to discuss this with particular teachers or other appropriate personnel, then please make an appointment to see them. A teacher has many duties and may not be available immediately.</li> <li>• Promptly report your daughter's absence or late arrival.</li> <li>• Be punctual in collecting your daughter from an excursion, camp, training or rehearsals.</li> </ul>
<ul style="list-style-type: none"> <li>• Respect other families' and staff privacy by treating information with an appropriate level of confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• If you have information which would be considered unsubstantiated hearsay, be advised that this may be considered libelous; information of this nature should not be shared.</li> <li>• If you have information of concern, then please forward this to the Principal in writing or make an appointment to see her.</li> </ul>
<ul style="list-style-type: none"> <li>• Recognise the characteristics and uniqueness of each student's family background by -             <ul style="list-style-type: none"> <li>○ respecting cultural diversity</li> <li>○ considering the family perspective</li> <li>○ respecting family values and opinions while enabling students to examine a variety of viewpoints</li> <li>○ respecting the family structure</li> </ul> </li> </ul>	



## Procedure for Dealing with a Breach in the Code of Conduct

On notification of a possible breach of the code, the Principal will contact the parent either by letter, phone or email. Consequences are according to the nature of the breach.

The parent may be:

- asked to attend an interview with the Principal.
- directed to communicate through a member of the College Leadership Team.
- asked to attend mediation.
- asked to take any other step as deemed appropriate to the situation.
- be banned from attending a co-curricular activity.
- be banned from College grounds.
- instructed to write an apology.

## See Also (Related Policies and Procedures)

- Staff Code of Conduct
- Privacy Policy
- Student Protection Policy: Guidelines
- Positive Peer Relations (Anti – Bullying) Policy

Any grievance should be made via the Grievance Policy available on the College website.