



Parent/Caregiver Code of Conduct

1 Context

- 1.1 Cabra Dominican College seeks to work in partnership with families, to provide a high-quality holistic education for a young person and help equip them with the skills and dispositions required for a fulfilling adult life. To ensure such cooperation and support, this Code of Conduct outlines the College's expectations for all Parents/Caregivers.
- 1.2 This Code of Conduct is considered a policy and operates in conjunction with any other College policies and procedures which apply to Parents/Caregivers. This Code of Conduct may be varied from time to time by the College in its absolute discretion.

2 Policy Statement

Cabra Dominican College is committed to nurturing respectful relationships and active partnerships with Parents/Caregivers, in fostering a respectful learning environment that is safe, positive and supportive for all students, staff and visitors to the College.

3 Definitions

Grievance has the meaning given in the Cabra Dominican College Grievance Policy.

Parents/Caregivers means all caregivers, which includes parents, guardians, step-parents, grandparents, extended family members and other caregivers whose child meets the definition of a Student.

Staff means people employed by Cabra Dominican College but does not include Volunteers unless expressly noted in this Policy. **Staff Member** is used as the singular version of this term.

Student means a student who:

- (a) is currently enrolled at Cabra Dominican College;
- (b) has applied to be enrolled at Cabra Dominican College; or
- (c) has received an offer of enrolment but has not yet commenced their enrolment at Cabra Dominican College.

Volunteers means people who are not employed by Cabra Dominican College, but are nonetheless involved in providing support, guidance, and supervision directly to students. Examples of Volunteers may include people Volunteering with camps and excursions, coaching sporting teams or assisting in learning activities such as by tutoring.

4 Scope

- 4.1 This Code of Conduct applies to all Cabra Dominican College Parents/Caregivers and visitors to the School.
- 4.2 The application of this Code of Conduct is not limited to the College site or normal school hours. It therefore extends to:
 - (a) all activities and events that are school-related;
 - (b) conduct by a Parent/Caregiver which could potentially bring the College into disrepute;

- (c) any incident of a Parent/Caregiver visiting or representing the College; and
- (d) all interactions between Staff (including Volunteers), students, visitors or Parents/Caregivers (including the online space).

4.3 The Code also requires that Parent/Caregiver or visitor actions do not bring the College into disrepute at any time regardless of whether the action occurs within or outside of School activities.

5 Principles

- 5.1 In developing this Code of Conduct, Cabra recognises that Parents/Caregivers ultimately want the best for their children.
- 5.2 Cabra expects Parents/Caregivers to recognise that Cabra must ultimately balance the interests of all of the College's stakeholders (including not only Students and Parents/Caregivers, but also Staff and their right to a safe working environment).
- 5.3 Parents/Caregivers are required to behave respectfully at all times towards Staff, Volunteers, Dominican sisters, Students, visitors and other Parents/Caregivers. This applies not only to words used, but also to tone and body language. In this context, "Respect" is intentionally a broad concept. The following is a non-exhaustive list of behaviours that are not respectful:
 - (a) bullying, intimidation, discrimination, sexual harassment, victimisation, and child abuse;
 - (b) actual or threatened aggression (including verbal aggression or aggressive body language);
 - (c) actual or threatened violence;
 - (d) sending communications, including the sending of emails and/or social media posts, which have a disrespectful tone, use aggressive language, or otherwise do not meet common expectations of courtesy;
 - (e) behaviour that causes a risk to a person's health and wellbeing;
 - (f) defamatory or disrespectful comments;
 - (g) gossip, rumour, and innuendo;
 - (h) raising one's voice, or using offensive language, while communicating; and
 - (i) age-inappropriate language when communicating with children.

6 Specific Parent/Caregiver Responsibilities

Actively and purposefully support the ethos and values of the College

- 6.1 Parents/Caregivers are expected to support the educational ethos and values of the College as articulated in the College policies and public documentation.
- 6.2 Parents/Caregivers are expected to model appropriate behaviours for their children to learn from, and work with the College as it educates and provides pastoral support to all Students.
- 6.3 Parents/Caregivers can meet the requirements set out in Clause 6.1 and 6.2 above by:
 - (a) complying with the College's policies, procedures and directions, and ensure their children do the same;



- (b) being responsive to concerns raised by the College about their own child, including by being cooperative, providing information, attending meetings and collecting students when required;
- (c) respecting that the College is inclusive and welcomes students from a variety of backgrounds, and with different needs (and demonstrating this respect to their children);
- (d) encouraging their children to actively participate in the life of the College, including in the many sporting and extracurricular activities available along with compulsory special days such as St Dominic's Day and Sports Day;
- (e) keeping the College informed about a child's behavioural or educational needs, including by providing updated medical/learning/psychological information as it becomes available;
- (f) understanding that, notwithstanding the provision of information in Paragraph (e) above, the College will take into account such information in good faith, but the College cannot accommodate every need;
- (g) keeping the College informed about a child's parenting arrangements, including any court orders that may be in place. However, Parents/Caregivers should not involve the College in parenting disputes, or expect the College to act as the go-between for estranged Parents/Caregivers;
- (h) completing forms and provide permissions in a timely manner when requested to do so by the College;
- (i) recognising the damage that gossip can do within a College community, and avoid unconstructive commentary (including criticism, uninformed rumour or speculation) with other Parents/Caregivers, via any medium and including by social media; and
- (j) working with relevant staff members, ultimately enabling the College to work in partnership and alleviate any issues or concerns.

Appropriate online engagement and use of technology

6.4 Parents/Caregivers should be aware that their online engagement and use of technology are subject to this Code of Conduct. As such, Parents/Caregivers should:

- (a) respect a Staff member's professional and personal boundaries, by not using their personal online presence to raise College matters or otherwise engage in disrespectful behaviour;
- (b) not take photos, videos or other recordings of a Student other than the Parent/Caregivers own child without that Student's Parent/Caregiver's consent;
- (c) not publish information (including personal details, contact information, images and recordings) concerning a staff member, Parent/Caregiver, Student or other member of the College community online without express consent;
- (d) not publish information which may bring the College (or any of its Staff, Volunteers, Students, Parents/Caregivers and other members of the College community) into disrepute. This includes publishing an image or recording shows a Student behaving inappropriately;



- (e) notwithstanding paragraph (d) above, provide images or recordings showing a Student behaving inappropriately to a Staff such as a House Leader or Director of Student Wellbeing for appropriate follow up;
- (f) not communicate with Students other than the Parent/Caregiver's own child outside of the College, including by email or on social media, without prior consent from that Student's Parent/Caregiver;
- (g) not discuss confidential or sensitive College matters, including in relation to grievances about a particular staff member or student, online; and
- (h) not set up any online website, forum or group which features the College's name in its title or crest, or which may suggest that it is operated or sanctioned by the College.

Model appropriate and respectful behaviours

- 6.5 When visiting College grounds, or attending College activities and events, Parent/Caregivers should model appropriate and respectful behaviours. Accordingly, Parents/Caregivers should:
- (a) immediately proceed to the Front Office or Student Services Office upon arrival to sign in, and only enter a classroom or other student environment when invited to do so by Staff. This requirement does not apply when visiting the College only to attend an activity or event to which all members of the College community have been invited (such as weekend sports) or for drop-off or collection of a child from the College;
 - (b) demonstrate good sporting conduct and fair play when attending the College's sporting or similar events;
 - (c) comply with applicable occupational health and safety and risk-management procedures or other safety-related advice provided by Staff;
 - (d) comply with any reasonable directions given by Staff;
 - (e) show appropriate care and regard for the property of the College and others and promptly report damage to Staff;
 - (f) dress appropriately for the occasion; and
 - (g) not being under the influence of drugs or alcohol.



Drop off / pick up

- 6.6 When dropping off and picking up students from the College, Parents/Caregivers are expected to ensure the health and safety of all members of our College community, as well as the wider community, at all times.
- 6.7 Parents/Caregivers must comply with all traffic rules and any College traffic management system in place. This includes adhering to applicable speed limits, observing all traffic signs
- 6.8 limiting the use of car horns (unless indicating imminent danger), and parking appropriately and safely.

Responsibility for others

- 6.9 Parent/Caregivers are expected to ensure that other individuals involved in their child's life, such as other relatives and carers, are aware of, and also comply with, this Code of Conduct.

Raising concerns appropriately and productively

- 6.10 The College is committed to the education and wellbeing of each student. It is therefore critical that Parents/Caregivers are able to raise genuine concerns and Grievances they may have about such matters in an appropriate, constructive and respectful forum.
- 6.11 The College's Grievance-management procedures are set out in the Grievance Policy. This policy sets out:
 - (a) how concerns and grievances may be raised with the College;
 - (b) who they should be raised with; and
 - (c) how the College will deal with these in a respectful and timely manner.

7 Breaches of this Code of Conduct

- 7.1 Under the Terms and Conditions of Enrolment, Parents/Caregivers agree to abide by this Code of Conduct.
- 7.2 The Principal will have absolute discretion for deciding how to best respond to concerns about a Parent/Caregiver's compliance with this Code of Conduct.
- 7.3 Where the Principal considers that a Parent/Caregiver has breached this Code of Conduct, the Principal may choose to (and not necessarily in any particular order):
 - (a) make a request that the relevant conduct immediately cease or not occur again;
 - (b) provide written warning, advising of the breach of this Code of Conduct and noting that further breaches may attract additional consequences under this Clause 7;
 - (c) ban a Parent/Caregiver from the College grounds, either for a particular period of time or permanently;
 - (d) exclude a Parent/Caregiver from College activities or events;
 - (e) impose a requirement that a Parent/Caregiver only communicate with a nominated College representative.
 - (f) termination of the contract of enrolment between Cabra Dominican College and the Parent/Caregiver, which has the effect of concluding a Student's enrolment.

- 7.4 The Principal asks for a nominated College representative, such as a Deputy Principal, to effect any of the options in Clause 7.3 above.
- 7.5 Staff are empowered to take steps to protect their own health and wellbeing. If they feel that a Parent/Caregiver is in breach of this Code of Conduct, or otherwise being inappropriate, they are encouraged to indicate this to the Parent/Caregiver and ask that the offending conduct stop. If it does not, or if a Staff Member feels that a Parent/Caregiver’s actions are posing a risk to the Staff Member’s or someone else’s health and wellbeing, they should remove themselves from the situation. This may include by immediately concluding a meeting or phone call, or by directing that a Parent/Caregiver immediately leave the College grounds (or a College activity or event as the case may be).
- 7.6 Nothing in this Clause 7 is to be read as limiting the operation of the Cabra Dominican College Grievance Policy.

8 Related Documents and References

- Child Safeguarding Code of Conduct
- Cabra Dominican College Grievance Policy
- Cabra Dominican College Grievance Procedure
- Cabra Dominican College ICT Acceptable Use Policy
- Contract of Enrolment
- [SACCS Code of Conduct for Staff employed in Catholic Education SA \(2020\)](#)

9 Revision Record

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