CODE OF CONDUCT FOR PARENTS AND GUARDIANS

Purpose

The RedGum – The Waldorf School of Central Victoria, is committed to providing a safe and supportive learning environment. We also desire to maintain a culture that is nurturing, inclusive and respectful to all involved. The contributions of parents and guardians form an integral part of our school and are highly valued. This Code of Conduct outlines the expectations that apply to any parent or guardian of an enrolled student who attend RedGum – The Waldorf School of Central Victoria (RedGum or the School).

Overview

The Code of Conduct for Parents and Guardians is developed on reasonable community expectations of behaviour encompassing mutual tolerance, respect and personal safety of all, with the goal of making the School a safe and pleasant environment for all our community.

Expectations of Parents and Guardians

We expect everyone to act within the School's Policies and Procedures. This includes following directions from staff with regard to emergencies or other safety procedures. When visiting the school for any reason (other than drop off or pick up), please record arrival and departure times in the visitor's book located at Reception.

Please:

- Treat students, staff and all members of the School with respect, courtesy and consideration
- Assist in the creation of an environment free of fear, harassment, discrimination, racism and intimidation
- Act with care, being mindful of safe practices at all times
- Work cooperatively with all staff
- Report any illegal or concerning activity/situations to the Principal or appropriate staff member
- Follow the steps within the School's Complaints Handling Procedure to address any issues or complaints.

- Support the decisions of the School's Leadership and/or Board
- Actively support any School behaviour management strategies and/or educational support plans that concern your child
- Never approach a student in the school grounds or during a school related activity to intervene in personal disputes
- Engage with parent activities in relation to student learning such as class parent meetings
- Act in a way that supports the values and goals as outlined in the school's strategic plan

We will not be tolerant of any of the following:

- Smoking, vaping or using tobacco, possession of or being under the influence of alcohol or illegal drugs at any time while on school property or providing any of these substances to any students. (Note that alcohol may only be carried or consumed on the school property at specific events when no students are on the school site, and with the express permission of the Principal.)
- Physical or verbal harassment, abuse or intimidation of any person or the use of profanity while on school grounds, including the school car park.
- Taking advantage of or acting abusively towards any person

Communication

Respectful and ethical communication should be the highest endeavour for the adults in our community.

Please:

- Use appropriate communication, including the use of non-discriminatory, respectful and nonjudgmental language in verbal and written communication
- Address communication about your child's learning initially with teachers via email or by telephone via Reception
- Do not approach or contact our teachers at night after 6 pm, on the weekend or during non-term time regarding school matters unless in the case of emergency or if the teacher has directly invited you to do so
- Consider carefully the most appropriate form of communication for any concern you may have. Please organise scheduled meetings for important, complex or challenging issues instead of informal conversations at drop-off/pick-up times
- Refrain from negative discourse about members of the School community
- Refrain from making complaints of a malicious or vexatious nature
- Seek clarity in an appropriate manner by asking the right person. Follow the School's Communication Procedure, rather than seeking answers from others.

- Do not bully, harass, intimidate or write derogatory comments about the School or staff members on Social Media or any other platform.
- Do not call or text students' mobile telephone numbers during the school day – messages can be left via Reception.

Confidentiality

We respect your right to privacy and require this to be reciprocated by our parents and guardians. This requirement includes:

- Respecting the privacy and dignity of all students, staff, Board members, visitors and other volunteers
- Maintaining confidentiality by not discussing student progress, behaviour or personal information in relation to school, other than with the relevant staff members or the Principal
- Not sharing class lists of contact information unless within the scope of the designated Class Carer role.
- Not sharing on social media images of students (other than your own), which have been taken at school or on school events

If you choose not to act within this Code

The Principal will seek to remedy any breaches of this Code in the first instance. If necessary, appropriate authorities may need to be contacted. If you choose to act outside of this Code, the school reserves the right to:

- Limit physical access to the School or school activities
- Limit communication with School staff
- Disallow you from becoming a member of the Company
- If no resolution can be reached, termination of the enrolment contract may follow

The School reserves the right to have a child withdrawn from the school when the parent or guardian of the child engages in serious or persistent breaches of this Code which relate to a pupil, member of staff, the Principal, another parent or to the reputation of the School.

The School has a Complaints Policy and Complaints Handling Procedure. All complaints or grievances should be handled according to this Policy and Procedure.

Document Control

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Version History

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0.1	September 2023	Draft new Code	N Johnson
1.0	14 September 2023	Adopted by Board	N Johnson
1.1	December 2024	Reformatted to standard	H Ashwell
1.2	January 2026	New name, logo, font and font colour	H Ashwell