



Code of Conduct

for parents and visitors to our community

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This Code of Conduct applies to all¹ parents and visitors who interact with² Brisbane Catholic Education workplaces, inclusive of physical, verbal and online interactions.

As a parent or visitor, we encourage you to be part of the³ school community. We know children's learning and wellbeing outcomes improve through the active and supportive role of their parents, carers and families and we want you to enjoy being a partner in your child's schooling journey.

As a community, we are all expected to engage with staff, parents, students and others in the community in a respectful way — valuing the rights of the individual, preventing embarrassment and fear, resolving problems in a prompt and confidential way and treating others as we would wish to be treated.

Our Vision: *'We are a faith-filled learning community creating a better future.'*

Our community supports BCE's vision through our daily interactions, service and leadership for Catholic education in the Archdiocese of Brisbane.

Artwork: A collaborative mural by Year 3 students, St Augustine's Parish Primary School, Currumbin Waters.

Credit for front cover photo: Stock photo by sturti / E+ Collection via Getty images. Used under licence.

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- 1 The term 'parent' refers to parents, legal guardians, carers, and people who exercise parental responsibility for a child.
 - 2 The term 'BCE workplace' refers to a place where a person needs to be or to go to for work purposes, including the use of technology and equipment to conduct work. This could include BCE schools, offices, other locations managed by BCE, other locations where BCE activities are co-ordinated, and the use of any equipment or online platform to conduct work e.g., online, email, phone, social media, and other devices.
 - 3 The term 'school community' or 'community' refers to staff, students, parish, parents, local business and community organisations and visitors to BCE workplaces.

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Elements of engagement	Parents and visitors demonstrate the elements of engagement by
Respectful communication and actions	<ul style="list-style-type: none"> ✓ Acting in accordance with the Catholic ethos and core values of the Catholic Church, treating all persons with dignity, courtesy and respect ✓ Respectful interactions free from aggression, intimidation, threats or threatening gestures, violence or physical proximity ✓ Respectful spoken and written communications (including online) free from the use of obscenities, derogatory or rude comments ✓ Sharing only appropriate content online or on social media, respecting privacy and confidentiality ✓ Respecting staff time by considering the length and frequency of emails sent to teachers and by acknowledging staff will respond to appropriate communications within a reasonable timeframe
Supporting collaboration	<ul style="list-style-type: none"> ✓ Following staff directions in upholding and complying with applicable State and Federal laws ✓ Following BCE policy, procedures and/or reasonable instruction from staff under all BCE co-ordinated settings ✓ Identifying, reporting and resolving any situations that have potential for conflict in a manner which is consistent with this Code of Conduct and BCE's Student, Parent and Guardian Complaints Management policy ✓ Accurately disclosing all information required by the school in its enrolment process and committing to further update information as required or requested, as a student progresses through school ✓ Actioning staff requests or recommendations in response to student needs ✓ Taking responsibility for their child to attend school regularly, arrive and depart school safely and on time and are prepared to maximise their learning
Caring for our people and learning and working environments	<ul style="list-style-type: none"> ✓ Ensuring persons participating in school activities, are free from the influence of alcohol, illicit substances and medications that might impair responsible behaviour (except for the responsible consumption of alcohol at school social functions if the individual is not formally volunteering or working at the event) ✓ Ensuring that presentation and personal appearance is appropriate for the school community ✓ Ensuring the integrity of confidential, private and sensitive information is maintained and understanding that the school cannot share confidential information ✓ Fostering a school community free from physical, verbal, psychological violence or threat of violence, discrimination, bullying and harassment ✓ Avoiding damage to school facilities or property

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As a parent or visitor...

If you have any concerns, we encourage you to engage in discussion with your child's teacher, prior to escalation. If it becomes a difficult issue, BCE's Student, Parent and Guardian Complaints Management policy and procedure is available on our website (<https://www.bne.catholic.edu.au/students-parents/Pages/Student-Parent-and-Guardian-Complaints-Management-policy.aspx>). These processes reflect that resolution of complaints is best achieved through mutually respectful behaviour. If you are in dispute with your school you are expected to review, understand and comply with the expectations of these documents and the obligations agreed to in the conditions of enrolment.

Breaches of the Code

Enrolment in a Brisbane Catholic Education school carries an expectation to support the school, its staff and its policies and processes. In circumstances where some families are unable to meet this expectation, we will endeavour to work constructively to resolve the issues. However, a serious or persistent failure to act in accordance with this Code of Conduct, our policies, and the conditions of enrolment, can result in consequences including:

- The principal, manager or delegate may discuss any alleged breaches of the Code with the individual
- The principal, manager or delegate may escalate alleged breaches to Brisbane Catholic Education Office for management
- Notifying appropriate external authorities
- Prosecution, in the event of illegal, defamatory, or discriminatory content breaches
- The restriction of access to a school and/or another BCE workplace
- Enacting the School Safety Provisions of the *Education (General Provisions) Act 2006* (Qld)
- Recommendation to the Executive Director to cancel enrolment.

Acknowledgement

Persons accept this Code of Conduct when accepting an offer of enrolment at a BCE school.