

Catholic Ladies' College



Parent/Carer Code of Conduct

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19 Diamond St, Eltham
Victoria 3095, Australia
03 9439 4077

ABN 44 058 164 891

Under the Stewardship of
Mary Aikenhead Ministries



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AIKENHEAD
MINISTRIES

LOVE HOPE COMPASSION JUSTICE



Catholic Ladies' College Ltd

(ACN 058 164 891) (ABN 44 058 164 891)

Parent/Carer Code of Conduct

Catholic Ladies' College (the College, CLC) is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

This Code of Conduct is to be read in conjunction with the *CLC Enrolment Policy* and *CLC Enrolment Agreement*. Parents/Carers are expected to read, sign, and comply with this Code of Conduct for their child's enrolment to be accepted.

College Values and Attributes

Parents and Carers play an important role in modelling the values and attributes that underpin the Catholic Ladies' College community.

Parents and Carers are expected to uphold the College's Core Values of justice, love, compassion and hope at all times.

The College Attributes of Excellence, Wisdom, Belonging, Courage and Responsibility define the character we seek to develop in our students and underpin the behaviours expected of all members of the College community, including staff, parents/carers and visitors.

Purpose

Catholic Ladies' College is committed to ensuring a respectful learning environment that is safe, positive, and supportive for all students, staff and visitors of the College.

It is the intention of the College to provide clear guidelines to all Parents/Carers regarding the conduct expected of them while in a College environment, engaging in school-related activities or representing the College.

Scope

This Code of Conduct applies to all College Parents and Carers at the College and College related environments. The application of this code is not limited to the College site nor regular school hours. It extends to all College-related activities and events (including but not limited to College fetes, camps or sporting events, online activity, etc.) and when visiting or representing the College.

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Principles

This Code of Conduct is based on the following principles. Everyone at the College:

- has the right to be safe
- has the right to be treated with respect and be valued even in disagreement
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying, discrimination or any harmful, threatening or abusive behaviour
- is encouraged to be respectful, polite, courteous and considerate of others
- has the right to be supported and challenged as an ongoing learner.
- should embrace the Values and Attributes of the College in all that they do.

Expected conduct and bearing of all parents / carers

It is expected that every parent/carers will:

- uphold the College's core beliefs, values and attributes in their interactions with students, staff and members of the College community
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the College and other locations at which they may visit while representing the College
- ensure that their actions do not bring the College into disrepute
- respect College staff and accept their authority and direction within the exercise of their duties at the College
- observe all College rules as required
- strictly adhere to the College's policies and procedures as required
- behave with respect, courtesy and consideration for others
- refrain from all forms of bullying and harassment
- refrain from any form of verbal insult or abuse and from any form of physical abuse or intimidation
- refrain from activities, conduct (including online) or communication that is unreasonable, abusive, defamatory, harassing, threatening or otherwise likely to undermine the reputation of the College or members of the College community
- respect College property and the personal property of staff, contractors, volunteers, visitors and other students
- not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health while visiting the College site, attending College functions or engaging in College-based activities
- use the CLC Complaints Handling Policy to seek resolution for any problems that arise and accept the College's procedures for handling matters of complaint.

Unacceptable conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person

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- any form of physical or verbal violence including fighting, assault or threats of violence or behaviour that is otherwise harmful, threatening or abusive
- approaching a child that is not your own with a view to disciplining that child for their behaviour. Such matters are only to be dealt with by College staff
- approaching other College parents to resolve issues arising between students at College. Such matters should be referred to College staff
- any form of cyber bullying or cyber abuse that is directed towards the College, staff members, students or parents or any member connected to the College
- any form of threatening language, gestures or conduct
- language or conduct which is harmful, threatening, abusive or likely to offend, harass, bully or unfairly discriminate against any student, parent/carer, employee, contractor, volunteer or other member of the College community
- corresponding or communicating with College staff in a manner which is unreasonable (including for example, via email or apps) in terms of the frequency or volume of communications, or the nature or tone of such communications
- theft, fraud or misuse of College resources
- the use of inappropriate or profane words or gestures and images
- visiting College, attending social, sporting or other functions while intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health
- smoking on the College premises or within the immediate environs of the College
- claiming to represent the College in any matter without explicit permission from the College Principal to do so.

Breach of the code of conduct

Parents/carers are, as a condition of enrolment, expected to read, sign and comply with the CLC Enrolment Agreement, CLC Parent/Carer Code of Conduct, and other relevant College policies.

Parents/carers who breach this Code of Conduct or CLC Enrolment Agreement will be contacted by the Principal. Appropriate action, which may include limiting and reducing access to College grounds, attending College functions or College-based activities or, setting mandatory parameters around methods and timing of communication, or imposing an Immediate or Ongoing School Community Safety Order is at the discretion of the Principal and other authorised persons.

Should any parent/carer:

- repeatedly breach the terms of the Code of Conduct, Enrolment Agreement, and/or relevant College policies (after the parent/carer or the family have been warned that any further breach may result in a termination of enrolment) it may result in the termination of their child's enrolment.
- engage in conduct on a single occasion which constitutes a serious breach of the Code of Conduct, Enrolment Agreement and/or relevant College policies (involving for example, conduct which poses a serious risk to staff or student health and safety), the circumstances may result in a termination of their child's enrolment.
- A termination of enrolment may also occur where any parent/carer has engaged in conduct on a single occasion which constitutes a serious breach of the Parent/Carer Code of Conduct, Enrolment Agreement and/or relevant College policies (involving for example, conduct which poses a serious risk

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to staff or student health and safety.) In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

A decision to withdraw or terminate the enrolment of a student as decided by the Principal is to be endorsed by the College Board Chair after considering:

- the view of the Principal
- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent/carer
- whether the principles of procedural fairness have been followed in the decision-making process, including providing an opportunity for the student and their family/carers to be heard, and considering all relevant information.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

In accordance with applicable legislation and the CLC Child Safety and Wellbeing Policy, the police and/or Child Protection, Social Services Regulator (SSR), and/or any other relevant authority will be informed of any unlawful breaches of this code.

Review Schedule

Stage	Date	Ratified	Ratified by
Initiated			
Review	2024	November 2024	
Review	2026	September 2026	Executive

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