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| <b>Rationale</b>                                    | This policy sets out clear guidelines for all parents, guardians, carers and visitors to KEM Schools regarding the conduct expected of them in their interactions and communications with KEM staff and school communities  |
| <b>Principles and Values</b>                        | <p>Kildare Education Ministries (KEM) is committed to providing respectful learning environments that are safe, positive and supportive for all KEM students, staff and also for visitors to KEM schools. KEM encourages positive and active partnerships with parents and families in order to enhance and support students' learning and development.</p> <p>This policy is founded in an educational vision that is open, inclusive and which respects the dignity of each person. It acknowledges that good relationships, particularly between parents and KEM schools, are pivotal to the wellbeing and thriving of students, staff, schools and all associated with them.</p> <p>The policy is informed by Kildare Ministries (KM) core values:</p> <ul style="list-style-type: none"> <li><b>Wonder</b> - celebrating all that is good with joy and gratitude</li> <li><b>Justice</b> – making the needs of the vulnerable paramount</li> <li><b>Courage</b> - speaking and acting with integrity</li> <li><b>Hospitality</b> - welcoming all</li> <li><b>Hope</b> – bringing a sense of purpose</li> <li><b>Compassion</b> – walking with and having empathy for all.</li> </ul> <p>Those core values guide KEM and KEM schools in the expectations they set for families, parents, guardians, carers and other visitors to KEM schools.</p> |
| <b>Audience</b>                                     | The Audience for this document is the KEM Board and Secretariat, KEM Principals, staff, parents/guardians/carers and visitors to KEM Schools and school events.   |
| <b>Definitions</b>                                  | Parent/s here can be taken to include family/ies, parents, carers and guardians.  |
| <b>Procedures, Guiding Principles and Practices</b> | <p><b>Basic Principles</b></p> <p>KEM is committed to the safety, wellbeing and inclusion of all children and young people and has a zero tolerance for child abuse.</p> <p>KEM is committed to providing a safe working environment for all employees, volunteers and contractors.</p> <p>KEM requires a culture of respectful relationships where everyone at a KEM school:</p> <ul style="list-style-type: none"> <li>• has the right to be safe</li> </ul>  |

- has the right to be treated with respect and be valued
- 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
- will accept responsibility for their actions.

#### **Expected Conduct of Parents and Visitors**

KEM expects that parents and visitors while on the school premises, or at school related places, when engaged in online communication with the school, at school-related activities or when representing the school will:

- uphold the school's core beliefs and values
- support the school in its efforts to maintain a positive learning and teaching environment
- behave with respect, courtesy and consideration towards students, staff and other parents
- behave in a manner that protects the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the school and other locations at which they may visit while representing the school
- accept the authority and direction of school staff within the exercise of their duties at the school
- adhere strictly to the school's policies and procedures as required
- respect school property and the property of staff, contractors, volunteers and other students
- use the school's Complaints Policy to seek resolution for any problems that arise, and accept the school's procedures for handling matters of complaint.

#### **Unacceptable Conduct by Parents and Visitors**

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
- 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 school staff
- approaching other school parents to resolve issues arising between students at school. Such matters should be referred to school staff
- all forms of bullying and harassment
- the use of inappropriate or profane words or gestures and images
- language, gestures or conduct which is harmful, threatening, abusive or likely to offend, harass, bully, intimidate or unfairly discriminate against any student, employee, contractor, volunteer
- any form of cyber bullying or cyber abuse that is directed towards the

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|  | <p>school, staff members, students or parents or any member connected to the school</p> <ul style="list-style-type: none"> <li>• activities, conduct or communication that would reasonably be seen to undermine the reputation of the school, employees or students of the school, including activities on social media</li> <li>• corresponding or communicating with school 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</li> <li>• theft, fraud or misuse of school resources</li> <li>• smoking or vaping on the school premises or within the immediate environs of the school</li> <li>• visiting school, attending social, sporting or other functions while intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health</li> <li>• claiming to represent the school in any matter without explicit permission from the school principal to do so.</li> </ul>  |
| Responsibilities and Communication Obligations | <p>Principals are required to provide copies of this policy to all staff members, associates, contractors and volunteers, and to all parents, families, carers, guardians and visitors.</p> <p>Parents are required to read this Code of Conduct and sign/confirm a Statement of Family Commitment upon enrolment/re-enrolment of their student.</p>  |
| Breaches of this code of conduct               | <p>When a parent or visitor's behaviour breaches this code of conduct, the Principal or a senior staff member will seek to resolve the situation through appropriate action.</p> <p>Appropriate action is at the discretion of the school Principal and/or other authorised persons, which may include:</p> <ul style="list-style-type: none"> <li>• discussion and/or mediation</li> <li>• being banned from coming onto school grounds, attending school functions or school-based activities or,</li> <li>• setting mandatory parameters around methods and timing of communication,</li> <li>• imposing an Immediate or Ongoing School Community Safety Order.</li> </ul> <p>In the event of violence (or threats thereof) or harm to any staff member and their property, the matter may be reported to the police for action and/or investigation.</p> <p>Parents who repeatedly breach this Code of Conduct or who engage in a significant and/or serious breach, will be referred to the school Principal and or other authorised persons, who has full discretion to take or to seek the taking of action, which may include termination of the enrolment agreement.</p> |

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|                                 | <p>Termination of the enrolment agreement may occur in circumstances where</p> <ul style="list-style-type: none"> <li>any family member repeatedly breaches the Code of Conduct after having been warned that any further breach may result in a termination of enrolment</li> <li>any family member engages in conduct on a single occasion that constitutes a serious breach of the Code of Conduct involving, for example, conduct that poses a serious risk to staff or student health and safety.</li> </ul> <p>A decision to withdraw or terminate the enrolment of a student may only be made by the Chair of KEM Board upon consideration of an objective assessment of all presenting circumstances.</p> <p>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.</p> <p><b>Reporting Unlawful Conduct</b></p> <p>In accordance with applicable legislation and the school's Child Safety and Wellbeing Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH) will be informed of any unlawful breaches of this code.</p> |
| Appendices                      | <b>Appendix A</b> – Statement of Family Commitment   |
| Related Policies and Procedures | <ul style="list-style-type: none"> <li>KEM <a href="#">Child Safety and Protection Policy</a> (SA)</li> <li>KEM <a href="#">Child Safety and Protection Policy</a> (VIC)</li> <li>KEM <a href="#">Promotion of Student Wellbeing Policy</a></li> <li>KEM <a href="#">Promotion of Staff Wellbeing Policy</a></li> <li>KEM <a href="#">Professional Standards Policy</a></li> </ul>   |
| Resources                       | <p><b>National</b></p> <ul style="list-style-type: none"> <li><a href="#">The Living Justice Living Peace Charter</a></li> <li><a href="#">Kildare Ministries' Values, Vision and Mission Statement</a></li> <li><a href="#">Kildare Education Ministries' Mission Statement</a></li> </ul>  |

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| <b>Policy</b>           | Parent Code of Conduct |
| <b>Version</b>          | 1                      |
| <b>Date of Approval</b> | June 2025              |
| <b>Effective date</b>   | 2023                   |
| <b>Date for Review</b>  | June 2027              |

## **Appendix A- Statement of Family Commitment**

SCHOOL NAME.....

I/We agree to abide by this Code of Conduct

PARENT/FAMILY MEMBER/GUARDIAN/CARER SIGNATURE.....

Date.....

Name/s of Student/s.....