

D37 Community Code of Conduct Policy

1. Statement of Purpose

Shared values and an understanding of behaviours that embody those values are the foundation of Pulteney Grammar School. This Policy has been developed to ensure parents, caregivers and/or other members of the School community are aware of and meet Pulteney's expectations about their interaction with Pulteney, its staff, students and the School community.

Adherence to this Policy is important to promote positive and productive relationships within the Pulteney community.

Pulteney recognises that all parents and others related to the School want to support students and the School by demonstrating high standards of behaviour. Parents and others related to the School are also expected to recognise that it is important to balance the interests of all of Pulteney's stakeholders including other members of the School community and the need to ensure a safe environment.

2. Objectives

The objectives of this policy are to:

- provide guidelines that promote desirable and appropriate behaviour, ensuring respectful and appropriate interactions among all community members, students and adults.
- represent an ethical standard that assists in making decisions that are in the best interest of the students and Pulteney as a whole.
- ensure all parents and others related to the School understand what is expected of them, including reporting of potential breaches of this Policy and cooperation with any inquiries that may be needed.
- specify consequences for a breach of Pulteney standards of behaviour.

3. Respectful Behaviour

Pulteney expects parents and others related to the School to comply with all school policies and not engage in behaviour that is harmful to others or is contrary to the ethos and values of Pulteney.

Pulteney expects parents and others related to the School will always behave respectfully towards Pulteney's staff (including contractors and volunteers), students and other parents, and others related to the School. This applies not only to words used, but also to tone of voice, body language and digital content.

"Respect" is intentionally a broad concept. The following is a non-exhaustive list of behaviours that are not considered respectful:

- bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse.
- actual or threatened aggression or violence.
- behaviour that causes a risk to a person's health and wellbeing.
- defamatory or disrespectful comments.
- gossip, rumour, and innuendo.
- raising one's voice, or using offensive language, while communicating.
- age-inappropriate language when communicating with students.

4. Interactions with Staff

Pulteney conducts regular meetings between staff, parents and caregivers, at which the student's progress can be discussed. There may be other times when a parent or caregiver requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent or caregiver wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This includes curricular and cocurricular concerns.

Parents and others related to the School should not attempt to contact a staff member after hours or on their personal mobile phone, social media or email.

Parents and caregivers can also make an appointment to see the Principal about any particular concerns they may have relating to their child.

5. Technology and Social Media

The expectations set out in the Policy can also apply to the way a member of the School community uses technology and behaves online. For example, parents and others related to the School should:

- maintain an appropriate level of respectful communications in School related online groups for example, by refraining from criticising individuals in the Pulteney community.
- respect a staff member's professional and personal boundaries, by not using their personal online presence to raise School matters, or otherwise setup or engage in disrespectful behaviour.
- not take photos, videos or other recordings of a student without their parent or caregiver's consent.
- not publish information (including personal details, contact information, images and recordings) concerning a staff member, parent, caregiver, student or other member of the Pulteney community online without express consent.
- avoid publishing or sharing information which may bring Pulteney (or any of its staff, students, parents and other members of Pulteney community) into disrepute.

- not communicate directly with other students, including by email or on social media, without prior consent from that student's parent or caregiver.
- not discuss confidential or sensitive School matters, including in relation to grievances about a particular staff member or student, e.g: online or through social media or group discussions.
- not set up or engage with any online website, forum or group which features Pulteney's name, logo or branding in its title, or which is not operated or endorsed by Pulteney Grammar School.
- not set up or engage with an online forum of any kind that is created for the purpose of or used to criticise or disparage Pulteney or a member of staff or student(s) publicly.

6. Visiting Pulteney Grounds, Activities, or Events

When visiting Pulteney or attending School activities and events including meetings or activities hosted by any of the School's Associations, parents and others related to the School should model appropriate and respectful behaviours. This includes:

- demonstrate good sporting conduct and fair play when attending Pulteney's co-curricular events.
- comply with applicable safety and risk-management procedures.
- comply with any reasonable directions given by Pulteney's staff or authorised persons.
- show appropriate care and regard for the property of Pulteney and others. Any damage should be promptly reported to Pulteney.
- refrain from actions and behaviour that constitutes bullying, threatening, verbal or physical intimidation, harassment, discrimination or vilification of any kind.
- refrain from offensive, insulting or derogatory language or conduct.
- not smoke on School grounds or within 10 metres of any entrance (Tobacco and E-Cigarette Products).
- never possess illicit drugs on School grounds.

It is expected that parents, caregivers and visitors of the School will:

- follow the School's sign-in process when visiting the School during school hours, as this ensures School staff are aware of all people on-site in case of emergency.
- comply with safety and emergency procedures, including following all instructions given by School staff.

7. Drop-off and Pick-up

When dropping off and picking up students from Pulteney, parents and others related to the School are expected to be mindful of the health and safety of all members of our School community, as well as the wider community, at all times.



Parents and others related to the School must comply with all traffic rules and any School traffic management system in place, including:

- adhere to applicable speed limits.
- observe all traffic signs.
- follow the directions of Pulteney staff on duty.
- follow the directions of traffic monitors when on duty.
- limit the use of car horns (unless indicating imminent danger).
- park legally and safely.
- respect our neighbours, including car parking.
- encourage their child to use the pedestrian crossing or public footbridge.
- do not attempt to double park.
- leave a child in the car unaccompanied.

8. Separated Parents

Where students have parents who are separated or divorced, parents or caregivers should not attempt to involve Pulteney in any dispute that may arise. Pulteney is not able to make judgements on the merits of claims made by one parent against another and should not be asked to do so.

Pulteney will observe any Orders made by a Court in relation to a student or communications with parents.

Pulteney staff will include both parents in correspondence and provide equal access to information about their child (e.g: parent-teacher interviews) unless directed otherwise by a Court Order.

9. Raising Concerns

Pulteney is committed to the education and wellbeing of each student. It is therefore critical that parents and caregivers are able to raise genuine concerns and grievances they may have about such matters in an appropriate, constructive and respectful forum.

- Parents and caregivers should not communicate with another student about an issue concerning their own child.
- Parents and caregivers must not attempt to discipline a student who is not their child, and should not raise their voice or be aggressive or hostile when communicating (verbally or non-verbally) with another family or their child.
- Parents and caregivers should raise any concerns with the student's teacher in the first instance, should there be an issue with another student or parent. More serious concerns or grievances, including where a parent is dissatisfied with a staff member's response to a concern, may be raised with the relevant Head of House, Head of Department, Head of School, Deputy Principal or the Principal.
- Parents and caregivers should clearly set out their concerns and grievances, and what they would practically like to see happen (face to face or written).
- Parents and caregivers should appreciate that, while Pulteney is committed to dealing with their concerns and grievances in a timely manner, it will not always be practicable for staff to provide an immediate acknowledgement or response (particularly where a concern or grievance is sent by email).

- Parents and caregivers should recognise that just as Pulteney will seek to respect each student's privacy, Pulteney will also respect the privacy of other members of the Pulteney community. This means there may be limits as to what information Pulteney will share with a parent and caregiver when issues arise. This does not mean Pulteney is not taking an issue or situation seriously.

Parents and others related to the School who refuse to engage in constructive processes that may resolve their grievances by way of properly raised grievances and or complaints, or who choose to publicly air grievances about Pulteney, and in particular about staff or students in the media, on social media, by way of repeated correspondence on matters that have been addressed, online petitions or other means, with the intention of undermining Pulteney or its community, are in breach of this Policy.

10. Consequences of a Breach of the Code of Conduct

The Principal will have absolute discretion for deciding how to best respond to concerns about parents and others related to the School compliance with this Policy.

Where the Principal considers an individual has breached this Policy, the Principal may implement one or more of the following consequences:

1. A request seeking the relevant conduct immediately cease.
2. A written warning.
3. A parent and others related to the School being banned from Pulteney grounds, either for a particular period or permanently.
4. A parent and others related to the School (as defined in this Policy) being excluded from school activities or events.
5. A requirement that a parent, or another relevant person, only communicate with a nominated School representative.
6. Where no other measure has been sufficient to prevent risk arising from the actions of a parent or caregiver, the withdrawal of the enrolment of the student(s).

11. References

- D19 Volunteers Policy Pulteney Grammar School
- Child Protection Legislation [link](#)
- Children and Young People (Safety) Act 2017 [link](#)
- Work Health and Safety Act 2012 (SA) [link](#)
- C13 Privacy Policy Pulteney Grammar School
- C3 Child Protection Policy Pulteney Grammar School
- D10 Work Health and Safety Policy Pulteney Grammar School
- National Standards for Volunteer Involvement [link](#)
- A5 Illicit Substances Policy
- A8 Grievances and Complaints Policy (Parents and Caregivers)

12. Responsibilities

Principal and Deputy Principals	Responsible for ensuring that appropriate and relevant policies and procedures are developed, implemented and reviewed on a regular basis
Parents and others related to the School	Are responsible for adhering to this policy and referring any questions they have to the Principal.
Business Director	Record keeping of volunteer's personal information and other mandatory requirements.
Heads of Schools, Head of Sport and Head of Performing Arts	Delegate responsibility to ensure the community follow this policy and support staff to understand the policy

13. Version Control

Version	Date Released	Approved By	Amendment
1	May 2024	Senior Leadership/Board	Initial policy developed