

D37 Community Code of Conduct Policy

1. Statement of Purpose

Shared values arising from our Anglican heritage and an understanding of behaviours that embody those values are the foundation of Pulteney Grammar School. These values are captured in the General Code of Conduct for the Anglican Church: 'Being Together - Expectations of Behaviour in our Church Community (see references). Actions that align with the Anglican values and ethos of our School 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 and seeing reflected in others high standards of behaviour.

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.

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 and support the response to any reported concerns.
- represent an ethical standard that assists in making decisions that are in the best interest of the students and Pulteney as a whole.

3. Respectful Behaviour

Respectful behaviour is the cornerstone of positive relationships. It involves valuing and considering others' feelings, perspectives, and boundaries. This means communicating openly and honestly, listening to concerns and differences of view and treating everyone in our community with dignity and kindness.

A respectful environment is essential for well-being. Behaviours that compromise or could compromise safety, such as aggression, violence, bullying, discrimination, harassment, or victimisation do not form an acceptable part of Pulteney. Disrespectful conduct can also encompass rude or highly critical remarks, spreading rumours or gossip, using offensive language or language that is not age appropriate and raising one's voice.

A refusal to use established grievance procedures or conveying concerns about Pulteney, its staff, or students through public platforms such as social media is also a form of disrespectful behaviour because it does not allow the School to address concerns appropriately.

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, 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

The safety of our students, staff, and the wider community is paramount. When dropping off or picking up students from Pulteney, we ask that all parents and related individuals adhere to the following:

- Drive safely - Please comply with all speed limits, traffic signs, and directions from Pulteney staff, limit horn use, park legally and safely, and respect our neighbours.
- Ensure the safety of students and other children - Encourage use of the public footbridge or pedestrian crossings as appropriate. Do not leave children who are not being dropped off unattended in vehicles.

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.

8. 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 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 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 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. Concerns may also be raised directly with the Pulteney Board of Governors, in accordance with the Grievances and Complaints Policy (Parents and Caregivers).

9. Consequences of a Breach of this Policy

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).

10. References

- General Code of Conduct for the Anglican Church - 'Being Together - Expectations of behaviour in our church community [link](#)
- 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)

11. 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

12. Version Control

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