



# MACKAY CHRISTIAN COLLEGE

Christian Education on Purpose

## 5K 27 Parents and Visitors Code of Conduct

<b>Purpose:</b>	The purpose of this policy is to state behavioural expectations for all visitors to the College and outline consequences if those expectations are ignored.
<b>Scope:</b>	The policy applies to all visitors, employees, contractors, volunteers, students, parents and people undertaking work experience or vocational placements.
<b>Status:</b>	Approved, supersedes previous policy
<b>Authorised by:</b>	College Board
<b>Date of Authorisation:</b>	May 2025
<b>References:</b>	Holy Bible College CLEAR values Child Protection Policy
<b>Review Date:</b>	Every two years
<b>Responsible Person/s</b>	College Principal

This policy supports the mission, vision and values of Mackay Christian College (MCC) and outlines expectations for all members of the College community including visitors, parents/carers and those who are on either College campus or assisting with a College activity e.g. camps/excursions. The term “parent” may be read to include carer, guardian, grandparent or visitor participating in College functions or activities, visiting classes, performing volunteer work, serving as a committee member (such as Parent Association), attending an interview with staff or entering College grounds during College hours.

### **General Expectations**

- All members of the College community and all those with whom it engages, are to be treated with respect and courtesy
- Our words and actions will be used to build people up and not tear them down
- MCC community members will speak and act towards one another in such a manner that reflects the Christian ethos of the College and sets a positive example to the students
- All communications (whether in person, in writing, and/or online) between students, parents, visitors and staff members are required to be courteous and respectful
- College community members are expected to use peaceful, respectful means to resolve conflict in line with College policies and procedures.

The following headings provide some examples of specific expectations:

### **Teaching and Learning**

Teachers are expected to teach and students are expected to learn.

- Parents should expect their children to grow in knowledge from their school experience.
- Teachers are to encourage children to make appropriate behaviour choices and follow College rules.

### **Respect and Understanding**

Parents, students and staff expect to be treated fairly with respect and understanding. This includes:

- speaking politely to College staff and students
- supporting staff in all they do, acknowledging that staff have responsibilities to meet government regulations and support College policies and instructions
- encouraging students to learn from their mistakes rather than seek to blame someone else
- ensuring that other students or parents are not denied social justice by any consideration given to you or your child
- protecting the good character of others by not engaging in gossip, slander or libel
- not intimidating, harassing, threatening or insulting any member of the community verbally or via text, email or other electronic means either directly or through third parties.

### **Individuality**

Parents, students and staff expect to be treated as individuals. This includes:

- treating one another with respect and affirming people are different
- teaching children how to show respect and how to be polite to others
- recognising and respecting the gender, cultural, social, economic, political, linguistic and spiritual backgrounds of colleagues, students and parents.

### **Conflict Resolution**

Parents, students and staff expect to solve differences in a non-threatening way. This includes:

- consulting with College personnel about issues of concern
- working through issues in an open and friendly manner
- acknowledging and respecting the right of others to have a different opinion
- parents NOT approaching students to discuss any issues, including pastoral care issues – this must be done through the College Pastoral Care team.

## **Communication**

Parents, students and staff expect to communicate effectively and appropriately with all people. This includes:

- ensuring that any information given is accurate, relevant and provided on time
- establishing respectful contact between home and the College
- reading messages via email, Facebook, the Parent Lounge, Newsletters, notes home, etc
- asking for information at a mutually arranged time
- modelling and teaching children appropriate communication skills (verbal and non-verbal)
- discussing issues or concerns about the College, parents, staff or students through the correct procedures/channels with the utmost care and respect for others and not by rumours, gossip or threatening tone.

## **Active Participation**

Parents, students and staff are expected to participate in the various decision-making processes of the College. This includes:

- reading College notifications
- contributing where able to College activities and Parent Association activities
- attending advertised meetings; returning completed survey forms
- expressing one's views respectfully and honestly to the appropriate staff member in a considerate and courteous manner
- respecting and supporting decisions that have been made through the proper processes of the College.

## **Safety**

Parents, students and staff expect to feel safe. This includes:

- using appropriate language and behaviour on College grounds and during College activities
- being familiar with and supporting safety rules and regulations
- supporting the teacher by reminding children to obey all safety rules and regulations
- being vigilant and to report immediately any concerns to the College authorities
- parents/visitors not approaching students or speaking to students with malicious or angry intent but instead seeking appropriate information about issues from relevant College staff.

## **Property**

Parents, students and staff expect respect of other people's property. This includes:

- teaching children to treat College property with respect and return in good condition any equipment that has been borrowed
- teaching children to accept responsibility for any property lost or damaged and to offer appropriate contribution towards its replacement or repair
- clearly naming all children's belongings
- removing unnecessary temptation or risk of damage by not allowing students to take expensive toys, jewellery, gifts, electronic games, smart watches and digital devices to the College, other than those approved by the Acceptable Use of ICT Conditions. Students may bring a mobile phone provided it remains switched off and 'away for the day'
- accepting responsibility for any damage of personal property caused by the student of their own property.

## **Health, Hygiene and Nutrition**

Parents, students and staff expect to work in a healthy positive environment. This includes:

- ensuring children are well-fed, clothed and groomed
- ensuring children attend the College regularly and have the necessary equipment to learn
- ensuring children participate in College activities and events such as swimming and athletics carnivals, camps and College excursions
- providing reasonable support plans for diagnosed medical conditions
- abiding by College directives in relation to student allergies or contagious diseases

### **Breaches of the Code of Conduct**

The consequences to a member of the College community for breaching the Code of Conduct will be as determined by the College Principal, Head of Secondary, Head of Primary or the Principal's delegate and may include one or more of the following:

- The College may ban any member of the College community from attending any co-curricular activity.
- The College may ban any member of the College community from being on the College grounds in general.
- The College may direct that any parent may only communicate with one or more staff members through a nominated College representative.
- In the case of extreme or prolonged breach of the Code of Conduct by a parent, the College may terminate the enrolment of the child/ren of that parent.
- The College may take any other steps within its responsible discretion to determine an appropriate response according to the nature of the breach.