



St Michael's

Lutheran Primary School



Community Code of Conduct

stmichaels.sa.edu.au



Purpose

St Michael's Lutheran School is committed to providing an inclusive and safe environment for all members of our community.

We recognise parents, caregivers, and visitors are integral to the St Michael's school community and we encourage their participation as an indispensable part of a students' education.

To balance the rights and responsibilities of parents, caregivers, students, and staff, we require parents, caregivers and visitors to uphold a high standard of behaviour. This standard helps children to learn, teachers to teach, and other community members to participate in education free from harassment, intimidation, vilification, or violence.

This Code of Conduct is intended to:

- Provide a set of general principles to guide parents, caregivers, and visitors in their interactions with staff, students, and other community members
- Communicate the St Michael's expectations as to how parents, caregivers, and visitors conduct themselves when on the St Michael's grounds or in the community.
- Explain how parents, caregivers, and visitors can communicate concerns in relation to St Michael's.

Scope

This Code of Conduct applies to all adult visitors who are involved in activities or communication related to St Michael's. Visitors include parents, caregivers, legal guardians, visitors, external contractors, family members, and close friends.

Standard

As a visitor, you are expected to:

- Read, understand, accept, and adhere to the St Michael's policies, processes, directions, and codes (many of which can be found on the St Michael's website or available on request).
- Uphold the St Michael's vision and values and ensure that your conduct is consistent with these values and does not damage the reputation of St Michael's.
- Share responsibility for creating and maintaining an environment that promotes the safety and well-being of our children and young people.
- Model appropriate and respectful behaviours for children and lead by example.
- Support and encourage your child to engage in educational opportunities and programs offered by St Michael's.
- Work proactively and collaboratively with other members of the St Michael's community.
- Always remain calm, polite, and respectful when communicating with staff and other members of the St Michael's community.
- Work with St Michael's to help resolve any underlying matters, concerns, or complaints.
- Be responsive to concerns raised by St Michael's about your child, which includes being cooperative, providing information, and attending meetings when required.
- Complete forms and provide permissions in a timely manner when requested to do so by St Michael's.
- Keep St Michael's informed about your child's behavioural or educational needs, which includes providing updated medical or academic information as it becomes available. Parents and caregivers need to also appreciate that while St Michael's will consider any new information, and endeavour to make reasonable adjustments to support student learning, the school cannot accommodate every recommendation.
- In writing, keep St Michael's informed about your child's formal and informal parenting arrangements, including any court orders that may be in place. Parents and caregivers should not involve St Michael's in parenting disputes or expect St Michael's to act as the go-between for estranged parents and caregivers.
- Recognise the damage that gossip can do within the St Michael's community, and avoid unconstructive commentary (including criticism, uninformed rumours, or speculation) with other parents and caregivers, including on social media.
- Ensure that other individuals involved in your child's life, such as other relatives and carers, also comply with this Code of Conduct.

How to you demonstrate these expectations?

This is not an exhaustive list but aims to provide some guidance on meeting St Michael's expectations.

Maintaining a Child Safe Environment

- Abide by the St Michael's Child Safe Code of Conduct.
- Report any child safety incidents or concerns using appropriate St Michael's channels.

Respectful Behaviour

- Be compassionate when interacting with others.
- Use courteous and respectful written and verbal communication.
- Model for your child the respect and appreciation for St Michael's commitment to inclusivity, welcoming students and families from diverse backgrounds and with varied needs.

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

- Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, racist, threatening, intimidating, or derogatory language.
- 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, safety, 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 children.
- Attending St Michael's whilst intoxicated or under the influence of illicit drugs.





Supportive Engagement

- Maintain a mutually beneficial relationship of trust and co-operation with the school which fosters your child's education.
- Correct your own child's behaviour especially when it could lead to conflict, aggression, or unsafe behaviour.
- Read and encourage your child to understand and follow the Child Friendly Student Code of Conduct.
- In the event of an incident, clarify your child's version of events and remain openminded; working with St Michael's towards resolution.
- Support your child in taking advantage of and participating fully in the educational opportunities and programs offered by the school (including co-curricular and extra-curricular activities).

Communicating with Staff

- Understand that all staff are entitled to a safe and enjoyable work environment.
- Respect staff's right to disconnect, meaning staff will respond to emails and telephone calls in a reasonable timeframe (usually within 2 days), not including outside of business hours, weekends, public holidays, or school holidays.
- Respect staff's preparation time or need to attend staff meetings before or after school by making an appointment to meet at a mutually convenient time.

Use of Technology and Social Media

- Respect a staff member's professional and personal boundaries by not using their personal online presence to raise St Michael's matters or otherwise engage in disrespectful behaviour.
- Not publish information (including personal details, contact information, images, and recordings) concerning a staff member, parent, caregiver, student, or other member of the St Michael's community online without express consent.
- Do not publish information and/or comments that may bring St Michael's or any members of the St Michael's community into disrepute.
- Not communicate with other students outside of St Michael's, including by email or on social media, without prior consent from that student's parent or caregiver.
- Not discuss confidential or sensitive St Michael's matters, including in relation to complaints about a particular staff member or student online.
- Not set up any online website, forum, or group which features the St Michael's name in its title, or which may suggest that it is operated or sanctioned by St Michael's.

Visiting St Michael's or Attending St Michael's Activities and Events

- Comply with applicable health and safety and risk-management processes.
- Demonstrate proper use and care of St Michael's equipment, furniture, buildings, and grounds.
- Comply with any reasonable directions given by St Michael's staff.
- Show appropriate care and regard for the property of St Michael's and others. Any damage should be promptly reported to the St Michael's Business Manager or Principal.
- Demonstrate good sporting conduct and fair play when attending St Michael's activities and events.
- Dress appropriately for the occasion.
- Do not attend under the influence of illicit drugs or alcohol.
- Closely supervise your children at school events.

Pick Up/ Drop Off

- Ensure the health and safety of all members of our St Michael's community, as well as the wider community, at all times.
- Communicate all changes to your pickup arrangements with the school, including arrangements to have your child taken home by another parent.
- Comply with all traffic rules and any St Michael's traffic management system in place including:
 - adhering to applicable speed limits.
 - observing all traffic signs.
 - limiting the use of car horns unless indicating imminent danger; and parking appropriately and safely.



Raising Concerns Appropriately and Productively

- Raise all concerns using the correct procedures and channels.
- Be aware that events have many perspectives.
- Understand that interpretation of facts can vary. This may include the intent, extent, and impact of an individual's or group's actions.
- Understand that after all facts, opinions, and understandings of involved parties have been considered, particularly in relation to any dispute or disagreement, any outcome will align with the aims, values, and expectations of St Michael's.
- Respect the St Michael's use of Restorative Practices.
- Do not communicate with another student about an issue concerning your own child.
- Recognise that complex issues may take time to resolve, and that staff need appropriate time to investigate and manage issues.
- Respect that St Michael's employs experienced educators and other professionals who are well-trained in making academic, disciplinary, extracurricular, pastoral, and well-being decisions every day.
- Understand that while St Michael's will always consider the interests of your child, St Michael's must ultimately make decisions that take into account the interests of all students and others who may be affected by the school's decisions.

Recognise that just as St Michael's will seek to respect each student's privacy, the school will also respect the privacy of other members of the St Michael's community. This means there are limits to what information the school will share with a parent when issues arise. This does not mean that St Michael's is not taking an issue or situation seriously or hiding information.

Breaches of the Code of Conduct

If a community member's communication or contact is not in accordance with the Community Code of Conduct, a staff member may:

- Request that the person refrain from the inappropriate conduct before communication can resume;
- Request that another staff member be present to continue the communication or for any future communication.
- Conclude a meeting or phone call, or require a person to immediately leave the school grounds or a school activity or event; or
- Lodge a complaint against the visitor with the principal.

Where the Principal or delegate considers that a breach of this Code of Conduct has occurred, one or more of the following consequences may be implemented:

- A verbal and/or written request to cease the breach of conduct immediately.
- A written warning.
- Requirement for the person to leave the school grounds for a determined period.
- Exclusion from school activities or events for a determined period.
- Limited or ceased communication with a nominated school representative.
- Ceased student enrolment.
- Where alleged behaviour is unlawful, reported to police or authorities.

Responsibilities

Role	Responsibilities
Parents, Caregivers and Visitors	<ul style="list-style-type: none">• Abide by the Community Code of Conduct.• Report breaches of the Community Code of Conduct to the Principal or Delegate.
Principal or Delegate	<ul style="list-style-type: none">• Manage breaches of the Community Code of Conduct.
Staff	<ul style="list-style-type: none">• Report breaches of the Community Code of conduct to the Principal or delegate.

References / Related Documents

- Child Safe Code of Conduct
- Complaints Handling Policy
- Complaints Handling Process
- Privacy Policy
- Procedure for Responding to Child Safety Incidents or Concerns (Public)

Compliance

Standards

National Principles for Child Safe Organisations

- Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing.

School Registration: Education Standards Board

- Standard 3: Student Safety, Health & Welfare

Legislation

- Education and Children's Services Act 2019 (SA)

Review & Monitoring

This policy will be regularly reviewed in accordance with St Michael's policy and monitored using the Assurance system.

Access

- Parent/ Caregivers
- General Public

Version	1	
Publication Date	27 May 2025	
Review Date	27 May 2028	
Responsibility	Principal	
Approved by	School Board	26 May 2025