

WHS003 – SCHOOL COMMUNITY CODE OF CONDUCT

POLICY CONTEXT

Willunga Waldorf School is a co-educational and inclusive school. The school's mission is to provide Steiner education from early childhood to year 12, based on the work of Rudolf Steiner. This education is driven by a deep understanding and respect for the developing and unfolding human being.

The School seeks to be a safe, just, compassionate, responsive and inclusive place for all.

PURPOSE AND SCOPE

Willunga Waldorf School (WWS) is committed to maintaining a supportive and respectful learning environment that is safe and positive for all students, staff and the school community.

This School Community Code of Conduct outlines the conduct expected of all parents and visitors to WWS.

This Code of Conduct applies to all parents, caregivers and visitors to our school. It is not limited to the school or school hours and is relevant to all school-related activities and events, including to people representing the school at a location other than the school.

DEFINITION

'Parent' or 'visitor' includes any adult visiting the school who is not a current employee, student, contractor, or volunteer. 'Parent' encompasses legal guardians and other caregivers (e.g. grandparents).

POLICY STATEMENT

EXPECTED CONDUCT

WWS has an expectation that all parents and visitors will:

- Engage in behaviour and communication that is courteous, appropriate to the situation, and upholds the school's core values and beliefs;
- Follow the School's health and safety rules; and
- Adhere to relevant school policies and procedures.

WWS has a zero-tolerance policy towards sexual harassment, discrimination, vilification, bullying and abuse (physical and verbal). Profane, insulting, harassing, aggressive or otherwise offensive language or behaviour is unacceptable.

If you have concerns about a student/s behaviour (other than your child), please direct your concerns to a teacher or the Front Office staff.

Parents and visitors are expected not to engage in malicious or judgemental gossip and should ensure that anything they say about others is truthful, fair and necessary.

WHEN VISITING OUR SCHOOL

It is expected that parents and visitors will:

- Sign in and out at the Front Office when visiting WWS during school hours, as this ensures school staff are aware of all people on-site; and
- Comply with safety and emergency procedures, including following all instructions given by school staff.

COMMUNICATION WITH SCHOOL STAFF AND THE RIGHT TO DISCONNECT

The first priority for our staff is the welfare and education of the students in our care.

- School staff are not required to respond instantaneously to emails and telephone calls. Staff will endeavour to respond as soon as possible.
- Responses are not expected outside regular working hours or during school holidays unless it is an emergency.
- The time available for parents to meet with their child's teacher(s) must not disrupt the classroom. Parents should be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare unless there is a genuine emergency.

COMMUNICATION WITH OTHER PARENTS

- The School will not give out the contact details of parents without their permission.
- Parents will respect the privacy of other parents' contact details (phone number, email address, etc.) and will not send unsolicited messages or "spam" to other parents or share other parents' contact details without their permission.
- Class representatives or activity organisers will not pass on parent contact details without permission.

Parent Chat Groups

The school understands that parent chat groups can be a valuable tool for parents of a class to communicate with each other. When setting up and engaging in such a group, parents are asked to follow these guidelines:

- Use the chat to, for example:
 - Communicate and clarify aspects relating to the logistics and day-to-day running of your child's class.
 - Ask for advice or resources regarding parenting.
 - Share whole-class birthday/event invitations.
- Do not use the chat to:
 - Air grievances about your child's teacher, other WWS staff, another child/ren at school, or anyone else associated with Willunga Waldorf School.
 - Engage in gossip about the school, its staff, students or other parents.

If you have any concerns, please contact your class teacher, faculty leader, or the Head of School.

SOCIAL MEDIA

Always check with other parents before posting, sharing or tagging images which you have taken at school or school events, that include them or their children.

Written permission from the Head of School is required before creating social media pages about or in the School's name.

Please see the School's Social Media Policy, available on the school website, for further details.

SPORTING EVENTS

Regardless of whether sporting events are held at WWS or another location, it is expected that:

- Good sportsmanship is encouraged at all times; and
- All spectators demonstrate appropriate behaviour.

MOBILE DEVICES

WWS has strict rules for students as regards the use of mobile devices. In the spirit of being good role models for our children and young people, we ask that parents and visitors refrain from using mobile devices on the school grounds.

Please note that specific requirements are in place regarding digital devices in our early childhood classes – see the Digital Technologies and Online Environments Policy, available on the school's website, for further information.

WHEN CONFLICTS ARISE

Grievances with the School

Parents have the right to raise issues and concerns related to the education of their child(ren) or school matters. Parents should ensure they raise their issues and concerns with the right person and follow the correct communication channels, as stated in GOV001 – *Grievance Policy and Procedure (Parents)*. This policy is available on the school website or from the Front Office.

Grievances between Parents or Visitors

All adults are role models for our children and young people, and the School expects that any disagreements between parents or visitors are handled calmly, maturely, and respectfully. Students must not be drawn into adult disagreements.

The School's primary duty of care is towards the safety, health and well-being of its students and staff. Staff will not "take sides" or play mediator between parents who have separated; Staff must follow court orders where they are in place.

BREACH OF THIS CODE OF CONDUCT

While the School would be reluctant to adopt sanctions against parents and visitors, significant breaches of this Code of Conduct may potentially result in the following consequences:

- An immediate ban from the school for up to 48 hours.
- A warning letter to the offending party/ies may be issued.
- A barring notice may be implemented to bar entry to the school for a period of up to 3 months (Education and Children's Service Act, Section 93). Or
- Student enrolment may be terminated due to parent conduct.

Where the breach constitutes a criminal offence, it will be reported to the police, and the School reserves the right to take legal action against the offender(s).

Staff are encouraged to report any inappropriate conduct by parents/visitors that is in breach of this policy as soon as it occurs. The Head of School will ensure they receive the appropriate support to mitigate any risks, both physical and psychosocial, that may stem from such conduct. This may include referral to the school's Employee Assistance Program (EAP) and mediation between staff and parent/visitor.

RELATED POLICIES, PROCEDURES AND DOCUMENTS

Related School Policies, Procedures and Guidelines	GOV001 – Grievance Policy and Procedures (Parents) GOV002 – Grievance policy and Procedures (Staff) GOV005 – Privacy Policy STU001 – Child Safe Environment Policy STU002 – Mandatory Notification Policy and Procedures STU008 – Mobile Devices Policy ECH014 – Digital Technologies and Online Environments Policy WHS001 – Work Health and Safety Policy WHS005 – Sexual Harassment Policy
Legislation and Cross-Sector Guidelines (SA)	Education and Children's Services Act 2019 (SA) Managing Protections for Teachers, Staff and Students (AISSA: 2023)

VARIATION AND REVIEW

The School reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every three (3) years.

Responsible Person	Head of School
Policy Approver	Head of School
Version	1.1
Publication Date	13 March 2025
Last Review Date	May-June 2026
Next Review Date	June 2029
Revision Record	May-June 2026: - Minor language changes to improve clarity - Added reference to specific early childhood requirements for mobile devices - Added paragraph to clarify School's position where grievances exist between separated parents - Added paragraph regarding staff experiencing breach of policy - Updated Related School Policies