



## Parent Code of Conduct

|                       |  |                                 |
|-----------------------|--|---------------------------------|
| <b>Purpose:</b>       | The purpose of this policy is to provide parents & guardians with a guide to the principles in which they are to uphold when interacting with all ICB stakeholders and members, in-person and online.  |                                 |
| <b>Scope:</b>         | This policy applies to all adults, including parents, guardians, stepparents, grandparents, extended family, caregivers, and others, while involved in onsite and offsite (communication) activities.<br><br>The term "parent" refers to all caregivers as listed above. |                                 |
| <b>Status:</b>        | Approved   | Supersedes: 16.05.2024          |
| <b>Authorised by:</b> | Board  | Date: Authorisation: 21.05.2024 |
| <b>References:</b>    | <ul style="list-style-type: none"><li>• Islamic College of Brisbane Complaint Handling Policy</li><li>• Education (General <a href="#">Provisions</a>) Act 2006</li></ul>  |                                 |
| <b>Review Date:</b>   | Annually   | New Review Date: 21.05.2025     |
| <b>Policy Owner:</b>  | The CEO  |                                 |

## **About this Code of Conduct**

The Islamic College of Brisbane's community includes diverse groups and individuals with various opinions, striving to work towards a better future for students. The Islamic College of Brisbane recognises and promotes this; however, it must be delivered appropriately without risking the College or its members. The Parent Code of Conduct establishes the College's expectation on how parents are to conduct themselves on school grounds and in any setting in which they are representing the College, in-person or online. It also details the correct avenues that should be used when parents would like to voice their concerns or provide the school leadership with feedback.

In developing this Code of Conduct, the College recognises the importance of balancing the interest of all stakeholders (parents, students, staff and their right to a safe and positive work environment).

This Code of Conduct works in line with the College's policies and procedures relevant to parents and may be varied from time to time by the College in absolute discretion.

## **Guiding Principles**

The Islamic College of Brisbane prides itself on its educational and Islamic ethos that models the College's principles. Parents are expected to implement these principles and model them positively to their child(ren) to embed the behavioural standards expected by the College when interacting with all members of the College.

***"The believers in their mutual kindness, compassion and sympathy are just like one body. When one of the limbs suffers, the whole body responds to it with wakefulness and fever"***-  
*Bukhari and Muslim*

The Australian Government Alice Spring Declaration (2019) acknowledges that parents, careers and families are the first and most important educational influence in a child's life. Parents can positively model the College's principles by adopting the following:

1. Comply with the College's policies and procedures and ensure their children do the same. This includes local and College traffic management processes.
2. Respect that the College is inclusive and welcomes students and staff from a variety of different backgrounds.
3. Be responsive and engage with all concerns raised by the College about their child by being cooperative, providing information and attending meetings when scheduled.
4. Inform the College of a child's behavioural or educational needs by providing accurate and updated medical information. The College will take such information

and provide the support needed with the resources available. However, parents must be aware that the College will not be able to accommodate everyone's needs.

5. Inform the College of all parenting arrangements, including any court orders that may be in place. The College will not be involved in any disputes between parents.
6. Inform the College of any situation of conflict and restrain from engaging in such situations with any College member or visitor while on school grounds. The College will deal with all behaviour related incidents. (link complaints procedure).
7. Parents must recognise the damage gossip does in a school community and its adverse impacts on students, staff and parents alike. Unconstructive commentary such as uniformed rumours or speculation in person or via social media is not tolerated.

## **Ethical Conduct**

Parents are asked to adhere to the highest ethical conduct standards while attending school grounds or offsite school events. Parents should:

- Sign in at the administration block before attending engagements on school grounds.
- Not engage in any smoking activities on school grounds or near the College entrance. Any breaches of this will result in a penalty.
- Attain consent from the relevant person to take photos of students, parents, staff, volunteers, or the College. If consent is not provided, parents are not permitted to take photographs of anyone or anything other than their child.
- Not enter their child's classroom unless accompanied by a staff member. Parents are not permitted to demand engagement with a teacher without 'booking an appointment.
- Appointments must be requested at least 24 hours in advance by the parent and will only be conducted once the staff member has accepted the request if it is reasonable and valid.
- Respect all attending members' contributions when attending assemblies or meetings.

## **Communication**

The Islamic College of Brisbane expects all parents to communicate respectfully at all times. The term 'respectfully' is used by the College to determine the behaviour it deems unrespectful. This includes both verbal and non-verbal behaviour:

1. Bullying, intimidation, discrimination and violence.
2. Defamatory or offensive comments.
3. Gossip, rumours or innuendo.
4. Harsh tone and volume of voice when communicating with a College member.

5. Age-inappropriate language when communicating with students.

### **Use of technology and social media**

The Islamic College of Brisbane expects parents to support the College by upholding the Code of Conduct when using technology and interacting online. Appropriate use of technology and ethical online behaviour ensures the interest of all ICB community members. When communicating with members of the College community, in person or online, parents should:

- Refrain from using their online presence to raise College-related issues online. All issues must be addressed via the College Complaints process (link).
- Avoid publishing information about the College or its members. An example of this is not using social media platforms to discuss grievances with a specific staff member or publishing their professional or personal details.
- Avoid discussing confidential or sensitive matters online.
- Not engage in any malicious conversation or gossip online or in-person. Parents are accountable for ensuring that the information that they discuss is correct.
- Not set up any online websites, forums, or social media groups that feature the College's names or imply that it is sanctioned or operated by the College.
- Not contact students on social media without consent from the child's parents.

All communication with the College will be responded to during work hours. If administration staff cannot directly attend due to their engagement with another College member or parent, they will be in contact soon after.

Parents have the right to raise issues and concerns about the wellbeing and education of their child(ren). The College has provided all its members with access to the complaints process available on the College website:

[Complaints and Feedback](#)

The College will only respond to matters put forward via the complaints policy and procedure. When putting forward a complaint, parents must provide the College with complete and accurate information. The College will attend to the matter and ensure that it is solved, with the interest of all parties considered.

## **Drop off & pick up**

When dropping off and picking up students from the College, Parents are expected to do so in a safe manner that guarantees the health and safety of all ICB community members. Parents are required to comply with the traffic road rules and any other traffic management process in place by the College. This includes adhering to speed limits, minimising the use of car horns, using the pick-up and drop off bays and following the direction of the College's traffic team.

## **Breaches of this Code of Conduct**

The College Management team will have complete discretion for deciding the best response to a parent's vexatious complaint or noncompliance to this Code of Conduct. This may include:

- The College banning the parent from entering school grounds or attending College events [in accordance with relevant sections of the Education \(General Provisions\) Act 2006](#).
- The College may direct that a parent only communicates with staff members through a nominated College representative.
- The College's termination of the enrolment of the parent's child if the parent's breach is extreme or has been occurring for a prolonged period.
- Other steps the College deems appropriate, according to the nature of the breach.
- The College involving other authorities. S359 of the Educational Act 2006 provides for the reporting by the CEO or governing body of parents or visitors who disrupt the good order and management of schools or who threaten the safety of staff or students in schools.