Related Information / Documentation

- This code is underpinned by and must be read in conjunction with all relevant Australian laws pertaining to education, Catholic Education Services and schools' policies, procedures and guidelines.
- Workplace Health and Safety Policy
- Enrolment Agreement
- School Fee and Remission Policies
- Student Protection Policy
- Code of Conduct for Employees of Catholic Education, Diocese of Cairns
- Grievance Policy
- Defining Features
- A Catholic School for Your Child
- Parents and Friends Code of Conduct
- Harassment and Bullying Policy
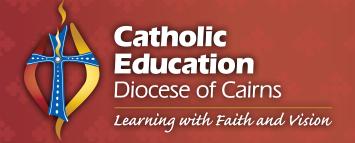- Making a Complaint – Information for Parents and Carers Fact Sheet

Breaches of the Code

Proven breaches of the code may result in action including but not limited to:

- Informal meeting and discussion with school/college Principal/delegate
- Enactment of *'Cancellation of Student Enrolment'*
- Enactment of *'Visitor/Intruder Misconduct – Legislated Powers of a Principal'*

Vexatious Complaints

A vexatious complaint is a written or verbal report of alleged improper conduct made to an authority intending the report be acted upon. Where there is a demonstrable absence of reasonable grounds for suspecting the improper conduct and the report is made to cause distress, these proven vexatious complaints will be considered a breach of the code.

Catholic Education
Diocese of Cairns
Learning with Faith and Vision

Code of Conduct for Parents and Volunteers of Catholic Education, Diocese of Cairns

This **Code Of Conduct** applies to all parents, volunteers and visitors who interact within our schools and Catholic Education Services in the Diocese of Cairns. It also applies to all parents, volunteers and visitors who are present at school and school sponsored meetings/functions within and outside of school hours. As parents, volunteers and visitors there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Cairns.

Be communities sustained by life giving relationships

Our schools are genuine communities founded on relationships which are based on shared beliefs and common goals.

We live this by:

- Being welcoming to all members of the school/parish community
- Helping children to develop positive attitudes to school and respecting the staff, other parents and students
- Avoiding harm to school property
- Respecting the rights, dignity and views of our students, staff and parents
- Creating and maintaining open, honest and positive relationships with staff, parents and students
- Committing to a school community free from unlawful discrimination, victimisation and harassment
- Communicating via all modes in a constructive, timely, honest and courteous manner
- Following and supporting the implementation of the School's Vision and Mission Statements through the implementation of all school and diocesan policies.

Build constructive covenants with all partners

We live this by:

- Conducting ourselves in a manner which enhances the good order of the school, Catholic Education and its staff, and the wider Church
- Upholding and complying with applicable laws, policies and procedures at a diocesan, state and federal level (including Student Protection and Workplace Health and Safety)
- Identifying, reporting and resolving any situations that have potential for conflict in a manner which is consistent with this Code of Conduct
- Ensuring the integrity of confidential, private and sensitive information is maintained at all times
- Ensuring that our presentation and personal appearance is appropriate for the school community
- Ensuring that parents and volunteers are free from the influence of alcohol as appropriate to the occasion
- Ensuring that state and federal laws are followed in relation to smoking
- Ensuring children are punctual, consistently attending and thoroughly prepared to maximise learning
- Following the safety procedures of the school
- Following the directions of staff in all educational and school activities including camps and excursions
- Disclosing fully and accurately any information required by the school in its enrolment process and committing to further update this information as required.