



# RESPECT FOR SCHOOL STAFF POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact our administration office.

## PURPOSE

To ensure that members of our community understand Mallacoota P-12 College's expectations for appropriate interactions between school staff, parents/carers and visitors.

At Mallacoota P-12 College we create, practice and maintain an environment that promotes respectful relationships, gender equality, learning and striving.

## POLICY

Staff at Mallacoota P-12 College, including teachers, education support staff, office staff, the Assistant Principal/s and Principal are committed to providing a positive and supportive learning environment for all our students. Our staff take their work very seriously and feel privileged to be able to play an important role in each child's education.

Parents/carers and visitors to our school also have an important role to play in fostering a safe and inclusive environment for the entire school community.

### Respectful behaviours within the school community

All staff at Mallacoota P-12 College have a right to a safe and supportive work environment, and we expect that parents/carers and visitors behave in an appropriate and respectful manner at all times.

The Department of Education and Training has outlined expectations on parent/carer behaviour within Victorian government school communities in the [Respectful Behaviours within the School Community Policy](#).

The Mallacoota P-12 College community has worked hard to develop our School Values of *Respecting, Learning and Striving*, as well as the Statement of Commitment within the Respectful Relationships framework. These values underpin all interactions within the college community and kind, respectful communication should be expected by all.

The college Statement of Values and School Philosophy policy provides explicit focus on our mission, values and philosophy, feeding into this policy.

Any random encounters in the community should be casual and provide positive affirmation only.

### Unacceptable behaviours

When parents and carers engage in unacceptable behaviours against a staff member or another member of the school community, this can affect their health, safety and wellbeing.

Unacceptable behaviours include, but are not limited to:

- discriminatory or derogatory comments
- the use of social media or public forums to make inappropriate or threatening remarks about the school, staff or students
- the raising of difficult or challenging matters in a public place
- approaching an MP12 staff member out of school hours or in the general community such as beach, park, supermarket etc and attempting to engage in discussion beyond brief pleasantries
- being violent or threatening violence of any kind, including physically intimidating behaviour such as aggressive hand gestures or invading another person's personal space
- speaking or behaving in a rude, aggressive or threatening way, either in person, via email, social media, or over the telephone
- sending demanding, rude, confronting or threatening letters, emails or text messages
- the use of social media for school related matters
- using staff personal phone for school related communication

This policy does not restrict staff members and parents/carers from discussing non-school related matters by mutual agreement in a non-school related environment

At the Principal's discretion, unacceptable behaviour may be managed by:

- requesting that the parties attend a mediation or counselling sessions
- implementing specific communication protocols
- written warnings
- conditions of entry to school grounds or school activities
- exclusion from school grounds or attendance at school activities
- reports to Victoria Police
- legal action

The Principal may also seek support from Department of Education and Training staff when managing unacceptable parent or carer behaviour.

### Professional Communication

All communication should be focussed on the individual child, driven by a common intent to discuss their teaching and learning, engagement, wellbeing and behaviour.

Contact should be made within school hours by one of the determined methods listed:

- phone
- through the student diary
- through uEducateus (for absence recording)
- email to the college office (at any time)

All staff at the college are committed to the teaching and learning of all students and, therefore may not be able to respond immediately. Parents and community members are requested to allow time for a measured and well-informed response to be provided and can be assured that usually occurs within 48 hours of initial contact.

While the unique setting that we live in means that formalities are often pushed aside, it has been agreed that it is not appropriate to encourage school related contact between parents and staff members in social or community settings. Maintaining contact in the professional space of the college allows for direct conversation about the matter and keeps it student focussed.

## Respectfully raising complaints

We welcome complaints from parents and carers if they are communicated in a respectful and constructive way. Complaints and concerns raised with us can help our school community by providing feedback to improve how our school operates.

When raising a complaint or concern with us, Mallacoota P-12 College expects all members of our community to act consistently with this policy, our *Statement of Values and School Philosophy* and the Department's [Respectful Behaviours within the School Community Policy](#).

For information on how to raise a complaint or concern with our school, refer to our Mallacoota P-12 College Parent Complaints Policy.

The [Family Engagement in Learning](#) is also a useful Department resource outlining how parents and carers can best engage with schools to provide feedback, suggestions and complaints.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Reminders in our school newsletter
- Included in staff induction processes
- Included in staff handbook/manual
- Available in hard copy from our college office

## RELATED POLICIES AND RESOURCES

Department of Education and Training policies and resources:

- [Work-Related Violence in Schools Policy](#)
- [Respectful Behaviours within the School Community Policy](#)
- [Family engagement in learning](#)

Example school policies:

- Parent Complaints Policy
- School Wide Positive Behaviour and Respectful Relationships
- Statement of Values and School Philosophy

## POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	Principal
Next scheduled review date	July 2025