



COMMUNITY CODE OF CONDUCT

RATIONALE

As a Catholic educational community, Loreto Normanhurst values the dignity and worth of individuals and promotes the respectful relationships between staff, students, and parents. We aim to create an environment where staff, students and parents feel safe and secure by acknowledging the rights and responsibilities of each member of the community and promoting collaborative partnerships. The choices that parents and members of the community make, and the behaviours exhibited have a significant impact on children. Accordingly, this Community Code of Conduct aims to promote positive behaviours.

This Code outlines the School's expectations for parents and others in their interaction with the School, staff, students, and other parents when visiting the School campus, participating in School activities, and communicating with members of our community. Adhering to this Code is important to promote positive relationships within the School Community.

SCOPE

This document applies to the parents, carers, relatives, friends, supporters, and alumnae of Loreto Normanhurst. Staff members are obliged to comply with the Staff Code of Conduct and students, the Student Code of Behaviour.

RELATED LEGISLATION

- Privacy Act, 1988

RELATED POLICIES, PROCEDURES & GUIDELINES

- Student Code of Conduct
- Staff Code of Conduct
- Volunteer Code of Conduct
- Privacy Policy
- Complaints Policy
- Complaints Management Process
- Alcohol and Other Drugs Policy - Students
- Terms and Conditions of Enrolment
- Secondary Sport Handbook
- Primary School Sport Handbook
- Secondary School Parent Handbook
- Primary School Parent Handbook

PRINCIPLES

The School has a clear expectation of the conduct expected of all students and it is appropriate that these expectations are role modelled by our community at school, during sporting fixtures and other school related activities including those that are off site.

All community members should support the mission, values, and activities of the School, and are encouraged to read and understand the School policies prior to enrolment and throughout their time with the School. This includes accessing the parent portal and the School newsletters.

Our community plays a central role in the education of our students and should act in the best interest of students, their families, staff, and the School community. The School celebrates diversity and is an inclusive community that respects the rights, beliefs, and practices of individuals.

Positive Role Modelling

We all have a responsibility to support the efforts of the School by maintaining a positive, growth enhancing and respectful environment for all members of the School community.

This is achieved by:

- Being inclusive.
- Being open minded and adaptable.
- Accepting cultural and religious diversity.



- Interacting respectfully with staff, students, and other people.
- Assume positive intent from all.
- Appropriate and respectful conduct at functions (including sport and other school-related events).

Respect For All People

Loreto Normanhurst expects staff and students to treat each other with respect and courtesy, therefore the same expectation extends to all members of our community.

We expect community members to model the behaviours that are appropriate through their language and action. Behaviours considered rude, aggressive, threatening, and abusive will not be tolerated.

Community members must not discriminate against, harass, or bully any staff member, student, or parent.

The School expects community members to behave lawfully in online forums, on School grounds and when representing Loreto Normanhurst at other locations and observe the terms of any direction, obligation or undertaking they may be subject to.

Privacy

Community members must respect the privacy of students, parents, staff, contractors, or volunteers in the School community.

Community members are not permitted to:

- Take a photo or video recording of another student or parent without their consent.
- Post a photo or video recording of another student or parent on social media without their consent.
- Post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent beforehand.
- Disclose the personal details of a student or parent to another person without consent.
- Disclose any confidential information of parents, staff, contractors, volunteers, and/or students to third parties without the individual's express consent.

Social Media

School endorsed social media should be used for the purposes of building School community and contributing to a positive dynamic amongst parents.

When using social media platforms (including, but not limited to, Facebook, Instagram, Twitter, LinkedIn, WhatsApp etc.), members of the community will not:

- Discuss or mention the School, its staff, or any members of the School community in a negative or defamatory way.
- Be disrespectful to staff, contractors, volunteers, other parents, and/or students.
- Use the platforms to voice grievances about the School.
- Post photographs of students in school uniform representing the School and its students if they have the potential to bring negative connotations towards the School and its staff and students.
- Contact students (other than their own) using any form of social media without the express consent of the student's parents.
- Post unlawful sexually inappropriate or other material that may damage the reputation of the School.
- Create email groups that include "Loreto Normanhurst" in its title as this may be misleading as to moderation of the email group.
- Collect personal information from other people without their express consent.
- Use these platforms for self-promotion / commercial purposes.

Communication and Interaction with Staff

The School provides opportunities for regular meetings between staff and parents where the student's progress can be discussed. There may be times when a parent or staff member requests additional meetings to discuss matters that may arise.

If a parent requests a meeting with a staff member, an appointment can be arranged for a mutually convenient time through the School office. Parents are asked to not contact staff members directly at their home or on their personal



mobile phones.

Respectful conversation is grounded in inclusivity and good intent and every interaction should reflect this. If this has not occurred, parents are encouraged to discuss the concern with their daughter's teacher.

Managing Conflict Between Students

From time-to-time conflict may arise between students. Students are taught strategies for addressing conflict and parents should encourage their daughter to seek appropriate solutions herself or with assistance from her teachers and tutors. If discussions do not result in a satisfactory outcome parents should discuss their concerns with a teacher.

Community members should not approach the student/s or their parents directly.

Communication and interaction with Students

Community members should not make contact with any student/s of Loreto Normanhurst using their Loreto Normanhurst email account.

Complaints

The School takes seriously any issues that are brought to its attention. If community members express their concerns to the School, they should do so by contacting the appropriate relevant person as outlined in the Complaints Policy.

Sporting Code of Conduct

The School has adopted the IGSA Code of Conduct for Parents where parents and supporters are asked to:

- Encourage girls to give their best effort and applaud good play regardless of which team produces it.
- Behave respectfully and courteously towards players, coaches, match officials and other spectators.
- Never discourage or disparage any player.
- Never criticise a match official.

If there is a grievance or matter of concern the School encourages community members to follow the Complaints Policy.

Work, Health, and Safety

Members of the community have a responsibility to take care of their own health and safety while on the Loreto Normanhurst campus or while attending School-related activities. It is everyone's responsibility to ensure that their activities do not place at risk the health and safety of any other person.

Traffic Movement and Car Park Etiquette

The School acknowledges the complexity around school traffic and works to monitor flow and maintain traffic safety in and around the school. The School also remains mindful of our neighbours and seek to maintain good relationships with the local community.

The following measures are in place to ensure safety and management of traffic in and around the School:

- Morning drop-off and afternoon pick-up takes place in the Oval and Link Road PUDOs (Pick Up and Drop off) only.
- Parents are to remain in the car and follow the directions of staff members at all times.
- Do not do a U-turn anywhere in the vicinity of the School.
- Do not block driveways or intersections at any time.
- Adhere to road rules and parking restrictions at all times.

Loreto Normanhurst is committed to a sustainable future and the School encourages alternative ways to travel to and from School that reduces our environmental impact.

Separated Parents

Parents should not attempt to involve the School in any parental dispute that may arise. The School is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so, nor should it be asked to take any action which would or is designed to disadvantage one party.

The School will of course observe any orders made by a Court in relation to a student or communications with parents.



Breaches of this Code

The School may take such steps that considers responsible and appropriate in response to breaches of the code.

A breach or breaches of this code will have consequences as determined by the Principal and, if required, the Board as outlined below:

- Limit access to a Teacher or Teachers.
- Limit access to the School premises or sporting or other School events.
- Terminate the enrolment of the Student.
- The School may involve other authorities where appropriate or required by law.

Confidentiality

Community members who volunteer their time in the classroom or in other School activities may, from time to time, come across confidential information as outlined in the School's Privacy Policy relating to a student. Volunteers are required to complete a Volunteer Code of Conduct which explicitly covers confidentiality.

Contact

If you are unsure of any aspect or requirement outlined in this Code, you should seek clarification from the Deputy Principal.

Collaboration

This Community Code of Conduct has been developed in consultation with the Parent Association of Loreto and Leadership Team.

This policy is located on the School website, FACE Online Parent Portal and the School Intranet

Version	Approved By	Version Date	Comment	Policy Owner	Next Review Date
1	Leadership Team	May 2022	Original	Deputy Principal	2023
2	Principal	March 2024	Reviewed and updated	Deputy Principal	March 2027