Parent/Caregiver Code of Conduct

Pilgrim School

Title	Parent/Caregiver Code of Conduct
Version	1.0
Current Date of Last Review	2026
Proposed Review Date	2029
Related Legislation and Regulatory Requirements	• Children and Young People (Safety) Act 2017 (SA) • Child Safety (Prohibited Persons) Act 2016 (SA) • Privacy Act 1988 (Cth)
Cross Sector Guidelines (SA)	• AISSA Guidelines • Protective Practices for Staff in their Interactions with Children and Young People (SA Government) • National Principles for Child Safe Organisations
Related School Policies and Procedures	• Enrolment Policy/Enrolment Agreement • Grievance Policy • Child Safe Environments Policy • Behaviour Support Policy • Privacy Policy • Volunteer Guidelines and Code of Conduct
Responsibility	Principal and Leadership Team
Status	ACTIVE
Approved by	Pilgrim School Board

Date	**Version**	**Revision Description – Prepared/ Reviewed**
2026	1.0	First implementation – Michael Denholm & Julie Wicks

1. Introduction

Pilgrim School ("school") is a Christ-centred learning community that values partnership with parents in nurturing each child's academic, social, emotional, and spiritual development. Parents and Caregivers are vital participants in the life of the school and are expected to model the values we teach our students. This Code outlines expectations for all parents, guardians, carers, extended family members and visitors (collectively referred to as "Parents/Caregivers") in their interactions with the school community.

2. Purpose and Values

We believe that educating children is a shared responsibility between families and the school, grounded in mutual trust, respect and a commitment to the wellbeing of every child.

The purpose of this Parent Code of Conduct is to:

- Promote a safe, respectful and Christ-centred learning environment for students, staff and families.
- Support positive and productive partnerships between home and school.
- Ensure that all members of our community are treated with dignity, fairness and consideration.
- Establish clear expectations for the conduct of Parents/Caregivers when engaging with the school community.

We recognise that Parents/Caregivers are a child's first and most influential teachers. The way adults conduct themselves within the school community shapes children's understanding of relationships, justice, responsibility and grace.

As such, Parents/Caregivers are expected to model behaviour that reflects our shared values.

This Code supports our core values of:

- **Belong** – by fostering a safe space where every person is acknowledged, valued and treated with respect.
- **Explore** – by maintaining a culture of trust that allows students to engage confidently in learning.
- **Flourish** – by ensuring interactions are constructive, supportive and focused on student growth.
- **Serve** – by encouraging a community mindset that considers the needs of others and works collaboratively for the good of all.

In addition, the school is grounded in the Christian values of:

- Love and Compassion: treating all with kindness and empathy.
- Respect: for others' dignity, property, and privacy.
- Responsibility: for one's actions and their impact.

- Service: helping others in our community and beyond.
- Integrity: acting honestly and ethically.

Parents/Caregivers are expected to support and reflect these values in their conduct.

3. Scope

This Code operates alongside other school policies and applies to all interactions related to Pilgrim School. It applies to all interactions on school grounds, at school events (on or off campus), during excursions, through communication with staff or other families, and online (including social media). It applies to all adults associated with students, including extended family and caregivers, and visitors to the school site.

4. Key Expectations

4.1 Support for the school's ethos and staff

- Actively support and uphold the Christian ethos and educational philosophy of the school.
- Encourage children to engage fully in learning, wellbeing, and co-curricular opportunities.
- Recognise and respect the professional expertise and authority of school staff.
- Raise questions or concerns in a constructive and respectful manner, using appropriate processes.
- Provide relevant and timely information (eg parenting orders, health needs, significant family changes) to support your child's wellbeing and learning.

4.2 Respectful Conduct

- Contribute to a culture of kindness and respect within the school community.
- Communicate using courteous tone, language and body language at all times.
- Protect the reputation and wellbeing of others by speaking thoughtfully and responsibly, including on social media.
- Model calm and respectful behaviour in all interactions, refraining from intimidating, aggressive, or abusive behaviour.
- Direct any concerns regarding students to appropriate staff members, who are responsible for addressing school-related matters.

4.3 Communication and Technology

- Communicate with staff respectfully and with an understanding that response times may vary depending on staff responsibilities.
- Allow 2-3 working days for responses to non-urgent communication. For urgent matters, contact the school by telephone or in person rather than by email.

- Use official school communication channels for school-related matters, respecting professional boundaries even where personal or church relationships exist.
- Respect the privacy of students and families by not sharing images or information online.
- Use appropriate processes to resolve concerns rather than public forums or social media.

4.4 Participation and Presence on Campus

- Follow visitor procedures, including signing in at the front office when attending during school hours (other than routine drop-off and pick-up).
- Attend school events as welcomed guests, modelling positive and respectful behaviour.
- Support learning by respecting classroom routines and entering student areas only by prior arrangement or staff invitation.
- Dress and conduct yourself in a manner that reflects the values of the school community.

4.5 Grievances and Complaints

- Raise concerns in the first instance with your child's teacher.
- Seek further resolution, where necessary, through the Principal in a respectful manner.
- Follow the school's Grievance Policy when raising or escalating concerns.
- Request meetings courteously and allow reasonable time for preparation.
- Address complex matters through appropriate meetings or formal processes.
- Understand that the school must consider the wellbeing and interests of all students and staff when resolving concerns.

5. Prohibited Conduct

Any conduct inconsistent with the expectations outlined in this Code may constitute a breach. Examples of conduct that will be regarded as breaches include, but are not limited to:

- Physical, verbal or emotional abuse or threats.
- Disrespectful, defamatory, or slanderous remarks (including online).
- Approaching other students, or engaging other parents, in an attempt to investigate, confront or resolve school-related disputes without the involvement of staff.
- Corresponding or communicating with staff in a manner that is unreasonable in frequency, volume or tone.
- Public criticism of staff, students or policies.
- Smoking, vaping, or being under the influence of drugs/alcohol on school grounds or at school events.
- Posting unauthorised images of students or staff online.
- Non-compliance with school risk management, WHS, and safeguarding protocols.

6. Consequences of Breaching the Code

Where a breach of this Code is determined to have occurred, the school may take one or more of the following actions at its discretion:

- Immediate cessation of a meeting – where a Parent/Caregiver's language or behaviour during a meeting is aggressive, threatening, or otherwise inappropriate, staff are empowered to bring the meeting to a close immediately. The school may require that any further discussion occur under alternative arrangements (eg in writing, with a third party present, or at a rescheduled meeting).
- Verbal or written warning.
- Restricted access to or suspension from school grounds or events for a specified period of time.
- Requirement that communication be directed only to a nominated staff member.
- Termination of enrolment in serious or repeated cases, at the discretion of the Principal.
- Referral to external authorities where applicable (eg SA Police for unlawful breaches).

A right of appeal to the school Board will apply in accordance with the school's Grievance Policy.

7. Statement of Commitment

This Code of Conduct applies to all current and prospective families of Pilgrim School for the duration of their enrolment at the school.

This Code forms part of the school's enrolment framework and should be read in conjunction with the Enrolment Agreement and related policies.

Compliance with this Code is a condition of enrolment. By enrolling or maintaining a student's enrolment at Pilgrim School, Parents/Caregivers are taken to have read, understood, and agreed to abide by this Code. Reference to this Code is included in the school's Enrolment Agreement.

The school reserves the right to take action in accordance with its policies and procedures, including termination of enrolment where appropriate, in response to breaches of this Code.

8. Review and Access

This policy will be reviewed every three years or earlier if required. The current version will be available via the school website and on request.