

Xavier College

Parent & Visitor Code



1. PURPOSE

The purpose of the Xavier College (the 'College') Parent and Visitor Code (the 'Code') is to provide guidance to Parents and Visitors about their actions while at the College, a College function or event or in any situation where a Parent or Visitor may be representing or engaging with the College.

The College values and encourages Parents to visit the College and seeks to provide a safe, respectful, open and friendly environment.

2. CONTEXT

The College's commitment to embedding and expressing the characteristics of Jesuit Education requires each individual to be respectful at all times, particularly towards other members of the College community.

The College strives to foster an environment where all members of the College community are treated with dignity, courtesy and respect. Further, all members of the College community are expected to contribute to ongoing positive and respectful relationships.

One of the defining characteristics of Jesuit Education is the principle of *cura personalis* (care for the entire person). This value is central to the College's Ignatian tradition. To this end, all within the College are expected to actively contribute to creating and maintaining an environment that is safe, supportive, caring and nurturing for all people.

The Code is to be acknowledged and accepted by all Parents as a condition of enrolment.

3. SCOPE

This Code applies to all Parents and Visitors to the College.

For the purposes of this Code, a Parent is the mother, father or a person who is legally responsible for the care of a student and any other family members associated with that student. A Visitor includes anyone who is not a current student, a College employee including contractors and volunteers or a Parent who is visiting the College.

This Code is not limited to those visiting the College grounds during College hours. The Code applies to all activities and events that are related to the College and whenever an individual visits, represents or engages with the College, including in an online environment.

4. CONDUCT

As part of the commitment to enrolling at the College, the College expects that every Parent and Visitor to the College will:

- Treat all members of the College community with respect and dignity
- Uphold the College's Ignatian values and principles
- Comply with the College's policies and procedures
- Act in a manner that does not risk the health, safety and wellbeing of students, staff including contractors

and volunteers and other Parents and Visitors or themselves

- Act in a manner that encourages inclusiveness, respects diversity, and demonstrates cultural sensitivity to the College community including students, staff, contractors, volunteers, other Parents and Visitors
- Comply with the Government's public health orders as enforced by the College
- Respect all members of the College community including contractors and volunteers, students and other Parents and Visitors
- Ensure that their actions do not bring the College into any disrepute; and
- Respect and care for College property.

5. UNACCEPTABLE CONDUCT

Unacceptable conduct includes, but is not limited to:

- Intoxication by alcohol or any other intoxicants including being under the influence of illicit drugs whilst visiting the College site or attending College related or sanctioned functions
- Any form of verbal, emotional, physical or sexual abuse of a student, child or any other person in the community
- Any form of verbal or physical abuse including assault or threats of violence that utilizes any medium
- Any provocative and/or threatening language, gestures or conduct towards a student, staff, contractors and volunteers, Parents or Visitors

- Any actions including disparaging verbal remarks that are likely to offend a student, staff member, contractor and volunteers and other Parents or Visitors
- Misappropriation of the College's property, media, funds and other resources; and
- Smoking on the College's premises in accord with government health regulations.

6. TECHNOLOGY AND SOCIAL MEDIA

The requirements of the Code also apply to the use of technology and social media.

Parents should be aware that the use of technology and social media may give rise to legal and ethical considerations.

Parents should:

- Take reasonable measures to ensure that their children comply with the College's technology and social media policies. This includes educating their children of the importance of using social media responsibly and safely
- Engage with College staff online in appropriate forums that are in accordance with the guidance provided by the College
- At all times, engage with College staff online in a respectful and productive manner
- Follow appropriate channels for the expression of concern or lodgment of a complaint, refraining from the use of social media / online forums and groups to voice concerns about the College, its students and employees, noting the alternate appropriate methods for being able to action concerns or complaints

- Refrain from discussing or mentioning the College, its staff members or any other members of the College community in an adverse and/or defamatory way
- Respect individuals' and families' rights to maintain personal control on digital footprint, and therefore avoid taking photos of other students, unless they have the explicit permission of the other students' parents and/or guardians
- Refrain from posting photographs on social media of students in College uniform, if the photos may create a negative perception of the student, the staff or the College, and so as to be mindful of, and complaint with, individual privacy and associated regulations. Before posting images on social media, consider the content and context of the image
- Be conscious of personal private data and refrain from revealing any private and confidential information about Parents, staff, contractors and volunteers, and/or students on social media or to third parties without the individual's explicit consent
- Maintain and respect the privacy of others and refrain from contacting students (other than their own) using any form of social media without the explicit consent of the student's Parents; and
- Not post any material that could be reasonably perceived to bring the College or individual in the community into disrepute.

7. BREACHES OF THIS CODE

Any breach of this Code will be escalated to the Director of Campus or the College Principal.

The College Principal is responsible for addressing the breach with the Parent or Visitor.

Breaches of the Code may also be reported to the College's Risk & Compliance Committee.

The consequences for breaches of this Code will be determined by the College Principal and may include:

- The College may prevent a Parent or Visitor from entry onto the College's grounds or from attending the College's functions, activities or other social events
- The College may inform a parent that they may only communicate with members of staff through a nominated College representative
- In the event of an extreme breach of this Code by a Parent or Visitor, the College reserves its right to terminate the enrolment of the children of that Parent or Visitor; and
- The College may engage with authorities, as determined by the College Principal.

8. RELATED POLICIES

The College's related policies include:

- Complaints Handling Policy
- Whistleblowing Policy; and
- Child Safe Policy.

9. FURTHER INFORMATION

If you would like further information or have any questions, please contact the College Principal at principal@xavier.vic.edu.au.

10. REVIEW

This Code is ratified by the College Board. This Code will be reviewed on a two-year basis or earlier if required.