



## RESPECT FOR SCHOOL STAFF POLICY



### Help for non-English speakers

If you need help to understand the information in this [policy](#) please contact the Principal on [chiltern.ps@education.vic.gov.au](mailto:chiltern.ps@education.vic.gov.au)

### PURPOSE

To ensure that members of our community understand Chiltern Primary Schools' expectations for appropriate interactions with school staff.

### POLICY

Staff at our school, 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 the school 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.

### Unacceptable behaviours

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

Unacceptable behaviours include, but are not limited to:

- 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
- discriminatory or derogatory comments

- the use of social media or public forums to make inappropriate or threatening remarks about the school, staff or students.

At our schools' Principal 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 our member 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.

### **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, our member schools expect all members of our community to act consistently with this policy, their school's 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 Chiltern Primary Schools' Parent Complaints Policy.

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

### **RELATED POLICIES AND RESOURCES**

Chiltern Primary School policies and resources relevant to this policy include:

Visitors Policy, Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations Policy and Procedures, Inclusion and Diversity Policy

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)

- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

## COMMUNICATION

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

- Available publicly on our member school's website
- Included in induction processes for relevant staff
- Included as a link in all invitations to prospective volunteers
- Included in our member schools staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from our member school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	
Consultation	School Council
Approved by	Principal
Next scheduled review date	2 years