



VILLANOVA COLLEGE



# CODE OF CONDUCT FOR PARENTS AND VISITORS TO OUR COMMUNITY

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## INTRODUCTION

This Code of Conduct applies to all parents and visitors who interact with Villanova College workplaces, inclusive of physical, verbal and online interactions.

As a parent and carer or visitor, we encourage you to be part of the College community. We know children's learning and wellbeing outcomes improve through the active and supportive role of their parents, carers and families and we want you to enjoy being a partner in your son's schooling journey.

As a community, we are all expected to engage with staff, parents, students and others in the community in a respectful way valuing the rights of the individual, preventing embarrassment and fear, resolving problems in a prompt and confidential way and treating others as we would wish to be treated.

## PURPOSE

Parents and carers are integral to the success of Villanova College as they play a crucial role in fostering a safe, supportive, and positive learning environment. The Code sets out the responsibilities and standards of behaviour required of all parents, carers and visitors. In the Code, the use of the term 'parent' may extend to any person who is an adult connected to a student, including non-custodial parents, stepparents, carers, foster parents, guardians, grandparents, and extended family members such as uncles and aunts. It is understood that from time to time, parents may invite relatives, friends, supporters, or other persons to be present at College events, and in such circumstances, parents are responsible for ensuring their guests act in a manner that is consistent with the College standards.

## OUR VISION

Striving for excellence in boys' education as an Augustinian community, one in mind and heart on the way towards God.

## OUR MISSION

Villanova College is a Catholic school for boys where education is the formation of the whole person within a faith community. Our staff, parents and students both past and present contribute their gifts and talents towards the development of young men of Gospel values who seek the common good. Our community promotes life-long learning through continually challenging itself in the restless search for Truth.



Elements of Engagement	Parents and visitors demonstrate the elements of engagement by
<b>Respectful communication and actions</b>	<ul style="list-style-type: none"> <li>✓ Acting in accordance with the Catholic ethos and core values of the Catholic Church, treating all persons with dignity, courtesy and respect</li> <li>✓ Respectful interactions free from aggression, intimidation, threats or threatening gestures, violence or physical proximity</li> <li>✓ Respectful spoken and written communications (including online) free from the use of obscenities, derogatory or rude comments</li> <li>✓ Sharing only appropriate content online or on social media, respecting privacy and confidentiality</li> <li>✓ Do not post, share or endorse comments or material on social media or online forums that are defamatory, misleading or harmful to the reputation of Villanova College, its staff, students or community, parents/visitors are to raise concerns through the College's documented complaints and dispute resolution processes rather than through public or private online platforms</li> <li>✓ Respecting staff time by considering the length and frequency of emails sent to teachers and by acknowledging staff will respond to appropriate communications within a reasonable timeframe</li> </ul>
<b>Supporting collaboration</b>	<ul style="list-style-type: none"> <li>✓ Following staff directions in upholding and complying with applicable State and Federal laws</li> <li>✓ Following Villanova College policy, procedures and/or reasonable instruction from staff under all Villanova College coordinated settings</li> <li>✓ Identifying, reporting and resolving any situations that have potential for conflict in a manner which is consistent with this Code of Conduct and the Disputes and Complaints against members of the Villanova College Community Policy and Procedures</li> <li>✓ Accurately disclosing all information required by the College in its enrolment process and committing to further updated information as required or requested, as a student progresses through Villanova College</li> <li>✓ Actioning staff requests or recommendations in response to student needs</li> <li>✓ Taking responsibility for their son to attend school regularly, arrive and depart school safely and on time and are prepared to maximise their learning</li> </ul>



<b>Caring for our people and learning and working environments</b>	<ul style="list-style-type: none"><li>✓ Ensuring persons participating in school activities, are free from the influence of alcohol, illicit substances and medications that might impair responsible behaviour (except for the responsible consumption of alcohol at College social functions if the individual is not formally volunteering or working at the event)</li><li>✓ Ensuring that presentation and personal appearance is appropriate for the school community</li><li>✓ Ensuring the integrity of confidential, private and sensitive information is maintained and understanding that the College cannot share confidential information</li><li>✓ Fostering a school community free from physical, verbal, psychological violence or threat of violence, discrimination, bullying and harassment</li><li>✓ Avoiding damage to Villanova College facilities or property</li></ul>
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## AS A PARENT OR VISITOR

If you have any concerns, we encourage you to engage in a discussion with your son's teacher in the first instance, prior to escalation. If it becomes a difficult issue, the Disputes and Complaints against members of the Villanova College Community Policy and Procedures is available on our website <https://www.vnc.qld.edu.au/college-policies/>. These processes reflect that resolution of complaints is best achieved through mutually respectful behaviour.

If you are in dispute with the College you are expected to review, understand and comply with the expectations of these documents and the obligations agreed to in Villanova College Student Enrolment Policy and Villanova College Student Enrolment Procedures.

## BREACHES OF THE CODE

Enrolment at Villanova College carries an expectation to support the College, its staff and its policies and processes. In circumstances where some families are unable to meet this expectation, we will endeavour to work constructively to resolve the issues. However, a serious or persistent failure to act in accordance with this Code of Conduct, Villanova College policies, and the conditions of enrolment, can result in consequences including:

- The Principal or his delegate discussing any alleged breaches of the Code with the individual
- The Principal or his delegate notifying appropriate external authorities
- Prosecution, in the event of illegal, defamatory, or discriminatory content breaches
- The restriction of access to the College and/or another Villanova College workplace
- Enacting the School Safety Provisions of the *Education (General Provisions) Act 2006 (Qld)*
- Cancellation of enrolment



## DEFINITIONS

The term 'parent' refers to parents, legal guardians, carers and people who exercise parental responsibility for a child.

The term 'Villanova College workplace' refers to a place where a person needs to be or to go to for work purposes, including the use of technology and equipment to conduct work. This includes Villanova College, Villanova Park, other locations where Villanova College activities are coordinated, and the use of any equipment or online platform to conduct work e.g., online, email, phone, social media and other devices.

The term 'College Community and community' refers to staff, students, parents, local business and community organisations and visitors to Villanova College workplaces.

## ACCOUNTABILITY

Role	Responsible For
College Principal and College Board	Oversight and review of this code
College Leadership Team	Oversight, compliance, and reporting
All workplace participants and students	Compliance with this policy

## ASSOCIATED DOCUMENTS

Description	Document Type
Discrimination, Harassment, and Bullying Policy	Policy
Board of Directors Code of Conduct	Code
Student Code of Conduct	Code
Staff Code of Conduct	Code
Privacy Policy	Policy
Education (General Provisions) Act 2006 (Qld)	Legislation
Australian Education Act 2013 (Cth)	Legislation

## REVIEW AND APPROVAL

Version	Review	Author/s	Authorisation	Approval Date	Next Review
1.0	Periodic Review Update publishing platforms.	Principal	College Board	October 2004	January 2026
2.0	Periodic Review Update publishing platforms.	Principal	College Board	April 2026	January 2028