



# Parent / Carer Code of Conduct Policy

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YMCA Queensland		

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## 1. PURPOSE

At Y Schools Queensland, we are committed to upholding the values of **Honesty, Caring, Respect** and **Responsibility**. These values guide our actions, behaviour and expectations as a school community.

We aim to foster a supportive and collaborative relationship between the school, students, and parents/carers. This Code of Conduct outlines the expected behaviours of parents and carers when communicating with the school community and supporting their student's education, wellbeing and adhering to school policies.

## 2. APPLICATION/SCOPE

This policy applies to all parents, carers and guardians of students who attend Y Schools Queensland. It is expected that all students will uphold the school values and Code of Conduct, while at school and outside of school.

Parents and carers are expected to read, understand support the **Student Code of Conduct** and encourage students to uphold the above school values. This includes promoting a safe and positive environment where students are accountable for their actions and contribute positively to the school community.

## 3. POLICY STATEMENT – CODE OF CONDUCT PRINCIPLES

All students at Y Schools Queensland have the right to learn and all staff have the right to work, in a safe and positive environment.

We believe all students need to "add value" and be upstanders in the school community. Any actions deemed to be unacceptable behaviours, may result in restorative practices, stand down periods, legal implications, and/or students being permanently removed from the school, depending on the severity.

It is imperative that the school and parents/carers of students can effectively communicate and collaborate to foster a positive learning environment and achieve the best possible student outcomes.

### 3.1 Commitment to Student Education, Wellbeing and Effective Communication

Parents/carers are expected to:

- Model appropriate behaviour that aligns with the values of the school community.
- Respect staff, other parents, and students, demonstrating patience and understanding in all communications.
- Not photograph/film any student who you are not legally responsible for, nor display such photos/videos on social, or other forms of media.
- Be available to collect students from school within 30 minutes (maximum), of request from school staff.
- Adhere to school policies and guidelines, including those concerning ICT, social media, dress standards, sun protection and healthy lifestyle promotion.

- Support students to access school programs and participate in learning activities, including provision of transport.
- Encourage students to reach their educational and wellbeing goals, providing guidance and support as needed.
- Encourage a consistent high level of student attendance and punctuality at school and related activities.
- Provide appropriate documentation to prove the identification and date of birth of students before enrolment.
- Provide accurate contact details including a mobile phone numbers and e-mail addresses.
- Provide a nominated emergency contact who is available at all times during school hours.
- Provide parent/carers AND medical professional written consent for all prescription and non-prescription medication to be administered at school or school related activities such as camps and excursions.
- Ensure students attend all school activities and camps.
- Attend school meetings, events, and parent-teacher interviews as required to stay informed about progress and collaborate on adjustments.
- Provide absence reasons as soon as possible if a student will be absent.
- Contact the school as soon as possible if you have any concerns or require support.
- Raise concerns or issues respectfully through appropriate channels, such as contacting school administration or relevant staff members.
- Seek to clarify a young person's version of events with the school, in order to bring about a satisfactory outcome to any potential issue.
- Approach the school, in the first instance, to attempt to resolve any issues of concern.
- Avoid using staff as threats when promoting and encouraging positive behaviour.
- Support school disciplinary actions when students do not meet the expectations of the Student Code of Conduct, reinforcing the importance of accountability and responsibility.
- Understand that Y Schools Queensland staff and volunteers will take all possible care, however, will not be liable for any injury or accident, damage or loss of property sustained by my student, whilst engaged in Y Schools Queensland organised activities.
- Authorise Y Schools Queensland staff to obtain all necessary medical attention as required, both for physical and emotional issues at my expense (if required), and act on my behalf to provide the most suitable and effective care possible.
- Understand that attending Y Schools Queensland is a privilege, not a right.
- Read, understand and abide by the Parent/Carer Code of Conduct, as a condition of my student's ongoing enrolment at Y Schools Queensland.
- Understand that the Code of Conduct will be in effect for as long as my student is enrolled at Y Schools Queensland, as well as following their enrolment.

In order to support a safe school environment, the school cannot, under any circumstances, tolerate parents/carers, guardians or visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, reception, school office or any other school area including excursions or offsite events.
- Using loud, offensive, inappropriate or profane language or displaying heightened temper when communicating with any member of the school community, through any medium (phone, text, email etc).
- Threatening or causing actual bodily harm to any member of the school community.
- Damaging, destroying or stealing school property.
- Defamatory, offensive or derogatory comments regarding the school or any member of the school community on the internet, including social media.
- Smoking, vaping or consumption of alcohol or drugs while on or within 4 meters of school property.

Should any of the above behaviours occur, the school may place restrictions on parents/carers' permission to enter the school.

Any concerns you may have must be made through the appropriate channels. If you have concerns, please contact the student's roll class teacher in the first instance. The Teacher will discuss the concern with the Head of Campus/School. This process ensures all matters are dealt with fairly, appropriately and effectively.

### **3.2 Positive Food and Drink Choices**

Students are expected to make healthy lifestyle choices by choosing healthy food and drinks while on school premises. The school promotes a culture of healthy eating to support students' wellbeing and learning. Students are not permitted to consume soft drinks, energy drinks or fast food at school. Students are not permitted to order food delivery (e.g. Uber Eats) to school. While the school does provide a healthy breakfast each day, parents/carers should support the above when providing food to take to school.

### 3.3 Dress Standards

Y Schools Queensland does not have a uniform, meaning that students are free to dress as they please, within the standards stated below. The below dress standards apply to all genders and identities.

- Students must wear clothing and footwear appropriate to their program of study.
- Clothing should not display inappropriate motifs (e.g., drug references, nudity, or swear words).
- Shoulders, midriff and chest are to be completely covered.
- Singlets and muscle shirts are not permitted.
- Shorts, skirts and dresses are to be no shorter than mid-thigh.
- No provocative clothing.
- Thongs, slides, sandals and shoes that offer little protection or surface grip are not permitted.

Some programs of study require that specialised protective clothing (e.g. steel capped boots) is worn to meet the requirements of the Workplace Health and Safety Act. for safety reasons. Teachers have the right to prohibit students from taking part in learning activities if students are not appropriately dressed.

If a student is dressed inappropriately at school, they may be provided alternative clothing by the school or parents/carers may be contacted to provide appropriate clothing and/or footwear.

### 3.4 Support Students to Demonstrate Positive Behaviour

The below positive behaviours are expected at school. Parents and carers can support by setting the same expectations at home,

- Understanding that students have the right to learn, and Teachers have the right to teach.
- Demonstrate good character, conduct and manners, in line with the school's values (Honesty, Caring, Respect and Responsibility).
- Understanding that students are responsible for their own behaviour, choices and actions.
- Showing accountability.
- Looking after the overall wellbeing of themselves and others.
- Willingness to learn and improve.
- Regular high-level attendance and punctuality at school.
- Positive involvement in class activities and completion of work.
- Attendance at school excursions and camp.
- Adherence to staff directions relating to conduct, mobile phone, personal device and ICT usage.
- Abiding by the Student Code of Conduct and other school policies and procedures.

### 3.5 Appropriate and Respectful Relationships

Parents and carers are encouraged to support the school's efforts to maintain a respectful and safe environment by:

- Reinforcing the importance of appropriate behaviour and respectful relationships at home.
- Encouraging students to follow school guidelines regarding physical contact and boundaries.
- Supporting the school's disciplinary actions if a student is found to have engaged in inappropriate behaviour.
- Communicating any concerns about student interactions to the school in a timely and respectful manner.

### 3.6 Use of Images, Video and Audio – Parent/Carer Expectations

Parents/carers and visitors are asked to respect the privacy and safety of all members of the Y Schools Queensland community by not taking or sharing photos, videos, or recordings of students, staff, or other families without their **explicit permission**.

This includes, but is not limited to:

- Capturing images or footage during school events, on school grounds, or in classrooms
- Sharing school-related images on social media without appropriate permission
- Using any digital media in a way that may misrepresent or cause harm to others

The creation and/or sharing of manipulated, altered, or misleading content, including the use of AI-generated images, deepfakes, or audio impersonations is strictly prohibited and may breach privacy laws and school policy.

### 3.7 Drug, Alcohol, Smoking, and Vaping Use

Parents and carers play a crucial role in supporting the school's efforts to maintain a substance-free environment. They are expected to:

- Encourage students to make healthy lifestyle choices, avoiding substances that can harm their wellbeing.
- Refrain from bringing or using drugs, alcohol, tobacco, or vaping products on school property or at school events.
- Support the school's disciplinary measures if a student is found in violation of the substance use policy.
- Work with the school to provide additional support or seek external resources for students dealing with substance-related issues.

### 3.8 Behaviour Management and Disciplinary Action

We believe in a positive and supportive approach to behaviour management. Our aim is to help students learn from their mistakes and grow into responsible individuals. When behaviour does not meet the school's expectations, we use fair and consistent disciplinary actions as opportunities for students to reflect on their actions and make better choices. Consequences are designed to be educational and restorative, rather than purely punitive, with a focus on helping students understand the impact of their behaviour on others and the school community. We work closely with students and families to ensure that every student feels supported, respected, and encouraged to improve. Disciplinary action includes and is not limited to the below, depending on severity.

- Warning of removal or actual removal from the classroom and/or site.
- IT access and other privileges such as excursions revoked.
- Parents/carers notified of behaviour and consequence.
- Police notified (if applicable).
- Reflection period.
- Stand down (suspension) period.
- Cancellation of enrolment.

## 4. ROLES AND RESPONSIBILITIES

Role	Responsibility
Students	Compliance with policy
Parents / Carers	Understand the policy and support students to comply
School Staff	Understand the policy and support students to comply. Behaviour management and disciplinary action, if required.

## 5. COMPLIANCE WITH POLICY

Failure to comply with this policy by a student at Y Schools Queensland may result in disciplinary action in accordance with the [Student Code of Conduct Policy](#). Depending on the severity of non-compliance disciplinary actions may include loss of ICT/other privileges, a stand down period or exclusion from Y Schools Queensland.

## 6. DEFINITIONS

Term	Meaning
<b>ICT</b>	Equipment, services, and technologies used to access, store, transmit, and manipulate data electronically.
<b>Artificial Intelligence (AI)</b>	Technologies that enable machines to perform tasks that typically require human intelligence, such as learning, reasoning, problem-solving, and understanding natural language.
<b>Acceptable Use</b>	Use of ICT resources in a manner that complies with this policy and relevant guidelines.

<b>Unacceptable Use</b>	Use of ICT resources in a manner that violates this policy, breaches security, or interferes with the rights of others.
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## 7. DISCLAIMER

This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective immediately upon approval. Printed versions of this document are considered uncontrolled. Please refer to the YMCA website for the latest version.

## 8. DOCUMENT INFORMATION

<b>Approval Date</b>	3 July 2025
<b>Effective Date</b>	3 July 2025
<b>Next Review Date</b>	3 July 2028
<b>Document Owner</b>	Principal / Business Services Manager
<b>Approver</b>	Chief Operations Officer

## 9. RELATED DOCUMENTS AND FORMS

Document Name:	Type:	Location:
<i>YMCA_POL_YSQ_004_Sun Protection Policy</i>	Policy	Y Schools Queensland Website
<i>YMCA_POL_YSQ_010_Student Acceptable ICT Usage Policy</i>	Policy	Y Schools Queensland Website
<i>YMCA_POL_YSQ_012_Student Artificial Intelligence (AI) Usage Policy</i>	Policy	Y Schools Queensland Website
<i>YMCA_POL_YSQ_013_Student Code of Conduct Policy</i>	Policy	Y Schools Queensland Website

## 10. VERSION HISTORY

Version	Approved by	Date	Description of change	Author
1	Angela Waugh	27/11/2024	New Policy	Jana Hadlow
	Will Sambrook	18/03/2025		

2	Will Sambrook	03/07/2025	Addition of section 3.6	Jana Hadlow
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