

## RESPECT FOR SCHOOL STAFF POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Sunshine Harvester PS on 9311 1234 or email: [sunshine.harvester.ps@education.vic.gov.au](mailto:sunshine.harvester.ps@education.vic.gov.au)

### PURPOSE

To ensure that members of our community understand Sunshine Harvester Primary School's expectations for appropriate interactions with school staff.

### POLICY

Staff at Sunshine Harvester Primary School, including teachers, education support staff, office staff, the Assistant Principal/s, and the Principal are committed to providing a 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 Sunshine Harvester Primary 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 Policy](#).

### UNACCEPTABLE BEHAVIOURS

When parents and carers engage in unacceptable behaviours against a staff member or another member of the school community, this can affect their health, safety and well-being.

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 the Principal's discretion, unacceptable behaviour may be managed by:

- requesting that the parties attend a mediation or counseling sessions
- implementing specific communication protocols
- written warnings
- conditions of entry to 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, Sunshine Harvester Primary School expects all members of our community to act consistently with this policy, our *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 please refer to our Parent Complaints Policy.

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

### COMMUNICATION

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

- Available publicly on our school's website
- Reminders in our school newsletter
- Signage will be displayed at the front office
- Hard copy available from school administration upon request.

### RELATED POLICIES AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [Occupational Violence and Aggression in Schools](#)

School policies can be viewed on the school's website <https://www.sunshineharvesterps.vic.edu.au/page/196/Policies>

### POLICY REVIEW AND APPROVAL

Policy last reviewed	14/11/2024
Approved by	Principal
Next scheduled review date	November 2027