

## RESPECT FOR SCHOOL STAFF POLICY

### PURPOSE

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

### POLICY

Staff at Tecoma Primary School, including teachers, education support staff, office staff, the assistant principal/s and 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 in fostering a safe and inclusive environment for the entire school community.

### Respectful behaviours within our school community

All staff at Tecoma Primary School have a right to a safe and supportive work environment, and we expect that all 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 of another member of the school community, this can affect their health, safety and wellbeing.

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 counselling 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 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, Tecoma 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, refer to our school's *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
- Included in staff induction processes
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

Department of Education policies and resources:

- [Work-Related Violence in Schools Policy](#)
- [Respectful Behaviours within the School Community Policy](#)
- [Family engagement in learning](#)

Tecoma Primary School Policies:

- Parent Complaints Policy
- Statement of Values and School Philosophy

## POLICY REVIEW AND APPROVAL

<i>This policy has a review cycle of 3-4 years</i>	This policy was approved by school council on <b>19<sup>th</sup> November, 2024</b> and is scheduled for review in <b>November 2027</b> .
<i>Reviewed by</i>	<i>Di Double, Stuart McLean, Lisa Hoskins-Faul, Travis Cochrane, Lisa Dell, Chelsey Robins, Kelly Sullivan, Phil Darbyshire</i>
<i>Approved by</i>	<b>Principal</b> – Rohan Thompson <b>School Council President</b> – Lisa Dell