



1. Preamble

- 1.1. St Mary's College Melbourne (St Mary's College) is a coeducational Catholic school governed by Edmund Rice Education Australia (EREA). Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2. Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

2. Enrolment

- 2.1. You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of an Application for Enrolment does not guarantee enrolment at the school. If the information requested is not provided, we may not be able to enrol your child.
- 2.2. To meet school and government requirements, you will need to provide the school with a completed Application for Enrolment Form including, among other things, the information listed below.

<ul style="list-style-type: none"> • evidence of your child's date of birth, e.g. birth certificate 	<ul style="list-style-type: none"> • information about the language(s) your child speaks and/or hears at home
<ul style="list-style-type: none"> • religious denomination 	<ul style="list-style-type: none"> • nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable
<ul style="list-style-type: none"> • names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians 	<ul style="list-style-type: none"> • doctor's name and telephone number
<ul style="list-style-type: none"> • names of emergency contacts and their details 	<ul style="list-style-type: none"> • information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
<ul style="list-style-type: none"> • specific residence arrangements 	<ul style="list-style-type: none"> • parenting agreements or court orders, including any guardianship orders

- 2.3. After lodgement of the Application for Enrolment Form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the Application for Enrolment Form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.
- 2.4. Subject to any special exercise of discretion by the College governing body, EREA, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic schools. The order of priority is:
 - a) Catholic students living in one of our priority parishes (as listed in our Enrolment Policy available on the College [website](#)) and attending the Catholic Parish Primary School.
 - b) Catholic students living in one of our priority parishes but not attending a Catholic Primary School.
 - c) Catholic students living outside our priority parishes and attending a Catholic Primary School.
 - d) Catholic students living outside our priority parishes but not attending a Catholic Primary School.
 - e) Students who are sisters or brothers of students currently enrolled at St Mary's College, or of former students who have completed their secondary education at Christian Brothers' College St Kilda (CBC St Kilda) or Presentation College Windsor.
 - f) Students who are daughters or sons of former students at CBC St Kilda, Presentation College Windsor or St Mary's College.
 - g) Students from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who are residents of the parish.
 - h) Students from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who reside outside our priority parishes.

- i) Other Christian children who are residents of one of our priority parishes.
- j) Other Christian children who reside outside our priority parishes.
- k) Non-Christian children who are residents of one of our priority parishes.
- l) Non-Christian children who reside outside our priority parishes.
- m) Any other applicants.

Enrolment applications for International Students will be considered on a case-by-case basis.

3. International Students

- 3.1. The Enrolment Policy, together with the Application for Enrolment and this Enrolment Agreement, will apply to both domestic and international student enrolments. Additional obligations and guidelines for international student enrolments are contained in the Education Services and Overseas Students Act 2000 (Cth) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018, as amended from time to time. (See also the College [International Student Program, Policies and Procedures](#)). The minimum age for the commencement of any international student is 13 years of age. In the event of any inconsistency, applicable legislation will prevail.

4. Educational Services Provided

- 4.1. At St Mary's College, a non-selective comprehensive secondary education is provided students of all genders in years 7 – 12. The Victorian Curriculum is followed throughout year 7 – 10, with all eight key learning areas and four capabilities addressed within age level, school constructed subjects. On occasions when learning areas are 'banded' across two years, this is reflected in the documented curriculum and subject offerings at each year level. At the senior level, students may choose to enrol in the Victorian Certificate of Applied Learning (VCAL) or Victorian Certificate of Education (VCE). VCAL students in year 11 typically complete intermediate VCAL studies, and in year 12, the senior VCAL certificate is typically completed. Within VCAL, a Vocational Education and Training (VET) course is undertaken as part of the applied learning component of the VCAL certificate. VET may also be undertaken as a subject as part of the completion of the VCE.

5. Fees

- 5.1. The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school in consultation with our governing body Edmund Rice Education Australia, taking into account the allocation of government funds. A schedule of fees for both domestic and international students is available on our [website](#). The school may offer a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal or Business Manager of the school.
- 5.2. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, and/or to refuse to allow the child to continue their enrolment at the school, while fees remain due and payable.
- 5.3. Fees and levies associated with all optional activities, such as interstate and overseas trips (including cultural exchanges), private music tuition, ski trip, 'Great Victorian Bike Ride', are not included in College Fee Schedules and will be charged separately and in addition to fees and levies outlined in the published College Annual Fee Schedules.
- 5.4. Each person who signs the Application for Enrolment accepts legal responsibility (jointly and severally) for payment of the school fees and levies incurred for the entire period of the enrolment of the student. Written notice of at least one full school term is required prior to withdrawal of a student from the school. Domestic students who do not provide the required notice will pay full tuition fees and all levies for the notice period. This includes withdrawal prior to the commencement of the school year. This notice period may be reduced or waived in special circumstances at the discretion of the College. Fees continue to be payable if a student is suspended from the College. In cases where a student's enrolment is terminated by a decision of the College, fees and charges are payable for the entire school term in which the termination of enrolment occurs.

6. Child safe environment

- 6.1. Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 6.2. Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 6.3. Our governing body EREA and our school's child safe policies, codes of conduct and practices, set out our school's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.
- 6.4. Our school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.

- 6.5. Our school has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.
- 6.6. Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- 6.7. Our governing body, EREA, and school's child safety policies and procedures are readily available and accessible. Further details on the College and Catholic education community's commitment to child safety across Victoria can be accessed by visiting:
 - a) St Mary's College's child safety page on our [website](#).
 - b) EREA's child safety page <https://www.erea.edu.au/child-safeguarding/>
 - c) Catholic Education Commission of Victoria Ltd's child safety page www.cecv.catholic.edu.au/Our-Schools/Child-Safety
 - d) Melbourne Archdiocese Catholic Schools (MACS) child safety page <https://www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx>

7. Parent Campus Information (hours of operation)

7.1. Edmund Rice Campus

Yard supervision commences: 8.00am

First bell: 8.25am, classes commence at 8.30am (Pastoral Care/homeroom)

Final bell: 3.10pm

Yard supervision concludes: 3.30pm (students onsite between 3.30pm and 4.00pm are expected to remain in the Library)

Office hours: 8.00am – 4.00pm

Library hours: 8.00am – 4.00pm

Drop off zones: immediately outside Gate B on Westbury Street, zoned as a 15-minute drop off zone from 8.00am-9.30am, and 2.30pm-4.00pm

7.2. Presentation Campus

Yard supervision commences: 8.00am

First bell: 8.25am, classes commence at 8.30am (Pastoral Care/homeroom)

Final bell: 3.10pm

Yard supervision concludes: 3.30pm (students onsite between 3.30pm and 4.00pm are expected to remain in the Library)

Office hours: 8.00am – 4.00pm

Library hours: 8.00am – 4.00pm

Drop off zones: immediately outside the main gate on Dandenong Road (note: clear-way from 4pm-6.30pm)

8. Terms of enrolment regarding acceptable behaviour

- 8.1. Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 8.2. Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:
 - a) promote the values of honesty, fairness and respect for others
 - b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment
 - c) maintain good order and harmony
 - d) affirm cooperation as well as responsible independence in learning
 - e) foster self-discipline and develop responsibility for one's own behaviour.
- 8.3. The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and codes of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour. The College has a number of policies and procedures that outline these expectations including, but not limited to, the Child Safety Code of Conduct, Student Child Safeguarding Code of Conduct, Parent Code of Conduct, Student Behaviour Management Policy, Information and Communication Technology (ICT) Policy, Student Bullying and Harassment Prevention and Intervention Policy and Uniform Policy.
- 8.4. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

9. Terms of enrolment regarding conformity with principles of the Catholic faith

- 9.1. As a provider of Catholic education, the Principal will take into account the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our

school. However, the school reserves the right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

10. Terms of enrolment regarding provision of accurate information

- 10.1. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
- 10.2. Parents and guardians must provide accurate and up-to-date information when completing an Application for Enrolment Form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), medical management plans, reports from previous schools, court orders or parenting agreements. Provision of requested and updated documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 10.3. Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.
- 10.4. The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

11. Grounds on which enrolment may be terminated

- 11.1. Unacceptable behaviour by a student, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.
- 11.2. Enrolment can be terminated if there is a breach of the Terms as outlined in the College Application for Enrolment, Enrolment Agreement and/or in the General Terms and Conditions of Enrolment. This includes, but is not limited to, unsatisfactory conduct or performance, failure by the student and/or parents/guardians to comply with College rules, codes of conduct, policies and procedures, or upon identification that misleading or inaccurate information was provided to the College.

12. Enrolment for children with additional needs

- 12.1. The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything reasonably possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
 - a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)
 - b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)
 - c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals
 - d) any limitations on the school's ability to provide the additional assistance requested.
- 12.2. The process for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 12.3. As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:
 - a) the additional assistance remains necessary and/or appropriate to the child's needs
 - b) the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
 - c) it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

13. Assessments and updates

- 13.1. Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the school to arrange a meeting if you have any concerns or wish to receive an update on progress.

14. Complaints

- 14.1. Complaints concerning student enrolments should be made in accordance with the College Complaints and Grievances Policy

available on the College [website](#).

15. Privacy

15.1. Personal information will be held, used and disclosed in accordance with the [College Privacy Policy and Guidelines \(Collection Notice\)](#) available on the College [website](#).

15.2. It is College policy that appropriate electronic, internet and physical surveillance will be conducted in accordance with the College Surveillance Policy available on the College [website](#).

Parent/Guardian Declaration

I/we acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Enrolment Agreement, the St Mary's College [General Terms and Conditions of Enrolment](#) available on the College [website](#), and the [Student Child Safeguarding Code of Conduct](#) (Student Code of Conduct) (Appendix C), and the [Parent Code of Conduct](#) (Appendix D), and, if enrolment is accepted, I/we agree that there are certain expectations, obligations and guarantees required of parents/guardians of the school's students, so that a harmonious relationship may be established:

- I/we will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school, however, such policies do not form part of, and are not incorporated into, this document
- I/we will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I/we will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as required upfront at the beginning of the school year or as otherwise agreed with the Business Manager or I will otherwise notify the school immediately if I/we am/are experiencing financial difficulties
- I/we will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs)
- I/we will attend parent/teacher and information evenings which relate to my child
- I/we will participate in a working bee once a year or make a financial contribution
- In the event I/we have any concerns, I/we will raise them initially with the relevant teacher or the school principal
- I/we will treat all members of the school community with respect as befits a Catholic school
- If in time of emergencies, accidents or serious illness I/we cannot be contacted, I/we give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I/we also understand that the signatories below are required to meet any costs incurred
- As a parent/guardian, I/we understand that if this application is successful, I/we will support the vision of the school and parish. In accepting the enrolment, I/we agree to abide by all of the school's policies, procedures and protocols (Policies), terms and conditions. These Policies are reviewed regularly and may be subject to change at the school's discretion. I/we will work with the school to support any academic/social/behavioural needs of my child. I/we agree to support my child's participation in the religious life of the school (e.g. school liturgies, Masses, etc.). The consequence of not complying with the school's Policies may result in the termination of the enrolment.

I/we understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

Parent A/Guardian 1 Full Name:	
Parent A/Guardian 1 signature:	Date:
Parent B/Guardian 2 Full Name:	
Parent B/Guardian 2 signature:	Date:

Appendices

Appendix A – Form B Consent to Transfer Information; Appendix B – Photograph/Recording Permission Form; Appendix C – Student Code of Conduct; Appendix D – Parent Code of Conduct

Disclaimer: Personal information will be held, used and disclosed in accordance with the [College Privacy Policy and Guidelines \(Collection Notice\)](#) available on the College [website](#): www.stmaryscollege.vic.edu.au



ST MARY'S COLLEGE

FORM B – Consent to Transfer Information

STUDENT DETAILS:

First Name		Surname		DOB	
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SCHOOL TRANSFER DETAILS:

Current School					
E No.	E	School		Suburb	
New School / Catholic Education Commission of Victoria Ltd (CECV)					
E No.	E1006	School	St Mary's College	Suburb	St Kilda East

The teacher/principal has discussed with me/us how and why certain information about my child is provided to the new school. I understand that in addition to formal reports etc. details regarding the educational program will be supplied.

I/We provide informed and express consent for all relevant health and/or educational information held by the Current School named above, to be provided to St Mary's College. I understand that this information will be collected and used by St Mary's College to inform health and safety management strategies and educational programming for my child.

TYPE OF INFORMATION:

(e.g. personalised learning plans/student program, medical reports, specialist notes, information regarding adjustments, medical management plans, attendant care plans, behaviour support plans, safety plans)

Date	Author (e.g. psychologist's, medical practitioner's name)	Title (e.g. speech pathologist, psychologist, paediatrician)	Description (e.g. cognitive assessment, language assessment)

CONSENT:

Parent/Guardian Name:	Parent/Carer/Guardian Signature:
	Date:
Parent/Guardian Name:	Parent/Carer/Guardian Signature:
	Date:

Disclaimer: Personal information will be held, used and disclosed in accordance with the College Privacy Policy and Guidelines (Collection Notice) available on the College website: www.stmaryscollege.vic.edu.au



ST MARY'S COLLEGE

PHOTOGRAPH/RECORDING PERMISSION FORM

Dear Parent/Guardian

At certain times throughout your child's schooling, students may have the opportunity to be photographed or recorded/filmed by the school or its service providers for school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media. Edmund Rice Education Australia (EREA), Melbourne Archdiocese Catholic Schools (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/recordings in print and online promotional, marketing, media and educational materials. In some cases, online home-based learning modules may be recorded by the school for authorised curriculum-based purposes.

We would like permission to use your child's photograph/recording for the above purposes. Please complete the permission form below and return it to the school as soon as possible.

Thank you for your continued support.

STUDENT'S FULL NAME:		YEAR LEVEL:	
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I give permission for my child's name, photograph or recording to be published by St Mary's College on or in the College website, social media, promotional materials, newspapers and other media.

I authorise EREA, MACS/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for MACS/the CECV's promotional, marketing, media and educational purposes.

I give permission for a photograph/recording of my child to be used by the school/MACS/the CECV in the agreed publications without acknowledgment, remuneration or compensation.

I understand and agree that if I do not wish to consent to my child's photograph/recording appearing in any or all of the publications or forums above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the College Registrar in writing.

LICENSED UNDER NEALS: The photograph/recording may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of Parent/Guardian (please circle):			
Signed: Parent/Guardian		Date:	
<i>If the student is aged 15+, they may also sign</i> Signed: Student		Date:	

Any permission and consent given may be withdrawn by the parent/guardian or student (if they are aged 15 or over) by notifying the College Registrar in writing in advance of any photograph or recording being made.

Disclaimer: Personal information will be held, used and disclosed in accordance with the [College Privacy Policy and Guidelines \(Collection Notice\)](http://www.stmaryscollege.vic.edu.au) available on the College website: www.stmaryscollege.vic.edu.au



Student Child Safeguarding Code of Conduct Policy and Procedures

Background

St Mary's College is a Catholic school in the Edmund Rice tradition. The charism of Blessed Edmund Rice expressed through the touchstones of Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity, underpins our continued commitment to a safe and inclusive environment for all.

St Mary's College is an inclusive and liberating co-educational Catholic school in the Edmund Rice Tradition that aspires to excellence in learning, acting with compassion and justice and inspiring one another to shape a better world for all. As a faith-filled learning community, St Mary's College provides contemporary learning opportunities that aim to nurture and challenge all to grow to their full potential. The St Mary's College community is one of hope and joy, where all are welcome and supported. Inspired by the Gospels, we seek to act for justice and solidarity with open hearts and minds.

St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. St Mary's College is committed to providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

Edmund Rice Education Australia (EREA) and St Mary's College are committed to ensuring the safety, wellbeing, and participation of all children and young people under our care.

The EREA Board, the College's governing authority, has approved the College's Student Child Safeguarding Code of Conduct Policy and Procedures, as set out in the Policy Administration section, below.

Standard 3 of the Victorian Child Safe Standards and Standard 2 of both the National Catholic Safeguarding Standards and the EREA Child Safeguarding Standards Framework is called Children are Safe, Informed and Participate, and requires the College to ensure that children are made aware of their rights, including their right to be safe from harm, and that they are provided with age-appropriate information about safe and respectful peer relationships.

To implement these requirements, Ministerial Order 1359 requires the EREA Board to develop documentation that details the strategies and actions that the College will take to, among other things, inform children and students about all of their rights, including to safety, and to recognise the importance of friendships and encourage support from peers. Our Student Child Safeguarding Code of Conduct is one of these strategies.

Purpose

The St Mary's College Student Child Safeguarding Code of Conduct reflects the College community's shared expectations in relation to student safety, inclusion, engagement and behaviour. St Mary's College is committed to providing equitable access and opportunity for all. The College considers that awareness of, recognition of, and responsiveness to, the needs and rights of all individuals is essential to human dignity. Foundational to our work with students, in collaboration with families and the school community, is the building of respectful, authentic relationships. Inclusive College practices embrace and celebrate diversity, create a sense of belonging, provide opportunities for all students to participate in all aspects of College life and to experience success.

The Student Child Safeguarding Code of Conduct has been developed to clearly set out the child safe standards of behaviour related to child safety and wellbeing that students are expected to abide by.

Principles

EREA and St Mary's College are committed to ensuring the safety, wellbeing, and participation of all children and young people under our care. We have zero tolerance for child abuse.

The EREA Board and St Mary's College have a moral, legal and mission-driven responsibility to create nurturing College environments where children and young people are respected and their voices heard, and where they are safe and feel safe.

Ministerial Order 1359, the EREA Statement of Commitment to Child Safety and the EREA Child Safeguarding Standards Framework set out the principles that guide the EREA Board and St Mary's College in the development and regular review of the Student Child Safeguarding Code of Conduct Policy and Procedures.

As a Catholic Entity, the EREA Board and St Mary's College are also guided by the National Catholic Safeguarding Standards.

The EREA Charter

The Student Child Safeguarding Code of Conduct reflects the EREA Charter and the Four Touchstones:

- Liberating Education
- Gospel Spirituality
- Inclusive Community
- Justice and Solidarity

St Mary's College's Values

The Student Child Safeguarding Code of Conduct is based on the College's values.

They are:

- RESPECT - We believe that respect is the basis of all our relationships with ourselves, each other and the earth.
- JUSTICE - We act with justice and fairness and stand in solidarity with those that are marginalised.
- COMPASSION - We believe that compassion and empathy can change lives.
- INCLUSIVITY - We believe in the call of the Gospels to be a welcoming and inclusive community. We nurture and celebrate diversity.
- COURAGE - We act with courage as we strive for success, learn from our mistakes and seek to be counter-cultural for the common good.

Scope

The Student Child Safeguarding Code of Conduct applies to all students.

It applies in all College environments, including physical, virtual and online environments, on-site and off-site College grounds (e.g. extra-curricular activities such as sport and other programs, camps and excursions, interstate and overseas travel), and environments provided by External Education Providers and other Contractors.

Definitions

Definitions of particular terms used in the Student Child Safeguarding Code of Conduct Policy and Procedures can be found in [Child Safeguarding Program Definitions](#).

Roles and Responsibilities

Managing the Student Child Safeguarding Code of Conduct is a shared responsibility among students, parents/carers and the College.

Roles and responsibilities relevant to the Student Child Safeguarding Code of Conduct are set out in [Child Safeguarding Responsibilities](#).

All students and families have ready access to support offered by College teachers, Staff and the College's Child Safeguarding Officers.

St Mary's College's Policy

The EREA Charter and the College's Values

Students at St Mary's College are expected to uphold the Four Touchstones and the College's values.

Rights of Students

Students have the right to:

- an inclusive school community where all students are welcomed, accepted and treated equitably
- learning environments free from behaviour that impedes learning
- be treated with dignity and respect
- safe and supportive school environments, including online and physical school environments, free from all forms of discrimination, bullying and harassment, including harassment based on age, ability, appearance, cultural identity or language background, vulnerability, economic situation, gender identity, sexuality or sexual orientation, religion, ethnicity or disability
- have a voice and be heard on matters that affect them
- expect that all instances of bullying will be taken seriously and investigated with discretion, confidentiality, and sympathy
- procedural fairness and natural justice
- the ethical use of technology to enhance learning

Responsibilities of Students

- value diversity in our community and treat others with respect, regardless of age, gender, sexuality, religion, ability, economic situation, ethnicity or cultural background
- not behave or participate in any behaviour which causes others to feel harassed or bullied, or engage in conduct that suggests contempt, ridicule or intolerance
- be respectful of the property of other students, staff and the College
- maintain appropriate physical and emotional boundaries in my interactions with other students and staff
- abide by behaviour, attendance and uniform policies and expectations, including wearing the full and correct College uniform with pride at school each day and while travelling to and from the College, and follow the correct procedures when entering and leaving College campuses
- endeavour at all times to make a positive contribution to St Mary's College in all aspects of College life, including attendance at, and participation in religious (e.g. retreats), social justice (e.g. walkathon), sporting (e.g. house carnivals), academic and co-curricular activities
- strive to achieve personal excellence and embody the Edmund Rice Education Australia Touchstones and the College Vision through home and class work, examinations, and co-curricular opportunities
- prioritise school life by carefully balancing school activities with any work, sporting or other commitments
- maintain a designated learning space at home and set appropriate learning goals that meet the expected time for home study for the student's year level
- abide by the College Information and Communication Technology (ICT) Policy and Student ICT User Agreement and will not take, publish or share photos, video or other images of students or staff without their permission or the authorisation of a member of the College Leadership Team.

For more information, refer to [Bullying Prevention and Intervention](#), [Student Use of Social Media](#) and [Harassment \(Student Against Student\)](#).

Procedures

Procedures for Raising Concerns About Safety

If a student has concerns about their safety or the behaviour of others, it's important that they tell a trusted adult. This could be a parent or carer, a trusted teacher or a College Child Safeguarding Officer.

Our Staff are committed to ensuring that all students feel empowered to speak up and be heard, and will take all concerns raised by students seriously and ensure that the student receives ongoing support.

Students are provided with information about and encouraged to use the multiple pathways available at the College to raise child safety concerns, including concerns about the behaviour of other students. These include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

A child-friendly version of our [Child Safeguarding Complaints Management Policy and Procedures](#), which explains these different pathways, is available to students via our Student Portal.

Implementation

The Student Child Safeguarding Code of Conduct is:

- published on our public website
- included in training for Staff and relevant Volunteers and Contractors
- included in our [Educating Students About Child Safety](#) curriculum
- published on the College Student, Parent and Staff Portals

A child-friendly version of the Student Child Safeguarding Code of Conduct is provided to students.

Breach of the Student Child Safeguarding Code of Conduct

Students are expected to abide by College rules and the policies of the College, as well as the directions of teachers.

A breach of the Student Child Safeguarding Code of Conduct, and other College rules or policies, will be dealt with according to our [Student Behaviour Management \(Discipline\) Policy](#).

Policy Review

A review of the Student Child Safeguarding Code of Conduct Policy and Procedures is conducted every two years or earlier if required, such as due to changes in legislation.

The EREA Board is responsible for ensuring that this Policy and its Procedures are reviewed and updated as needed and for approving this Policy and its Procedures.

EREA and St Mary's College Policy and Procedures Linkages

- [Student Participation and Empowerment Policy and Procedures](#)
- [EREA Complaints Handling Policy](#)
- [Child Safeguarding Complaints Management Policy and Procedures](#)
- [Bullying Prevention and Intervention](#)
- [Student Use of Social Media](#)
- [Harassment \(Student Against Student\)](#)
- Pastoral Care Policy
- Student Behaviour Management Policy and Procedures

Source of Obligation

- [Victorian Child Safe Standards](#), Standard 3
- [Ministerial Order 1359](#), Clause 7
- [National Catholic Safeguarding Standards](#), Standard 2
- [EREA Child Safeguarding Standards Framework](#), Standard 2

Related Forms and Documents

- Child-friendly Version of the Student Child Safeguarding Code of Conduct (available to students in the Student Diary and via the Student Portal)

- Child-friendly Version of Child Safeguarding Complaints Management Policy and Procedures (available to students via our Student Portal)
- [PROTECT Responding to Suspected Child Abuse: A Template for all Victorian Schools](#)
- [PROTECT Responding to Suspected Student Sexual Offending: A Template for all Victorian Schools](#)

References and Resources

- [Charter for Catholic Schools in the Edmund Rice Tradition](#)

Policy Administration

Status – Draft, Current or Archived	Current
Person Responsible and Contact Details	EREA Manager Safeguarding and Standards tom.isbester@erea.edu.au
Approver(s)	EREA Board
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Risk Rating	High
Location	PolicyConnect



**ST MARY'S
COLLEGE**

PARENT CODE OF CONDUCT

Introduction

At St Mary's College we are committed to nurturing respectful relationships and active partnerships with parents. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

As parents, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships.

This Code of Conduct is intended to guide you in their dealings with staff, other parents, students and the wider school community. It articulates the school's key expectations of both staff and parents with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the school's:

- [Enrolment Policy and Enrolment Agreement](#)
- [Complaints and Grievances Policy](#)
- [Child Safeguarding \(Safety and Wellbeing\) Policy and Procedures](#)

Our Culture of Respectful Relationships

Among students, staff and parents we strive to develop the following:

- a respect for the innate dignity and worth of every person
- an ability to understand the situation of others
- a cooperative attitude in working with others
- open, positive and honest communication
- the ability to work respectfully with other people
- trusting relationships
- responsible actions.

In promoting and upholding this culture, we expect that parents will:

- support the school's Catholic ethos, traditions and practices
- support the school in its efforts to maintain a positive teaching and learning environment
- understand the importance of healthy parent/teacher/child relationships and strive to build these relationships
- adhere to the school's policies, as outlined on the school website and parent portal
- treat staff and other parents with respect and courtesy.

In promoting and upholding this culture, we expect that staff will:

- communicate with you regularly regarding your child's learning, development and wellbeing
- provide opportunities for involvement in your child's learning
- maintain confidentiality over sensitive issues
- relate with and respond to you in a respectful and professional manner
- ensure a timely response to any concerns raised by you.

Raising Concerns and Resolving Conflict *(Refer also to our [Complaints and Grievances Policy](#))*

In raising concerns on behalf of your child, or making a complaint about the school's practices or treatment of your child, we expect that parents will:

- listen to your child, but remember that a different 'reality' may exist elsewhere
- observe the school's stated procedures for raising and resolving a grievance/complaint
- follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner
- refrain from approaching another child while in the care of the school to discuss or chastise them because of actions towards your child. Refer the matter directly to your child's teacher for follow-up and investigation by the school.

In responding to your concerns or a complaint, we expect that staff will:

- observe confidentiality and a respect for sensitive issues
- ensure your views and opinions are heard and understood
- communicate and respond in ways that are constructive, fair and respectful
- ensure a timely response to your concerns/complaints
- strive for resolutions and outcomes that are satisfactory to all parties.

Staff Safety and Wellbeing

The school places high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviours as harmful and unacceptable insofar as they compromise the safety and professional wellbeing of our staff. These behaviours include, but are not limited to:

- shouting or swearing, either in person or on the telephone
- physical or verbal intimidation
- aggressive hand gestures
- writing rude, defamatory, aggressive or abusive comments to/about a staff member (including, but not limited to emails and social media)
- racist or sexist comments
- damage or violation of possessions/property.

When a parent behaves in such unacceptable ways, the principal or a senior staff member will seek to resolve the situation and repair relationships through discussion and/or mediation. Where a parent's behaviour is deemed likely to cause ongoing harm, distress or danger to the staff member and others, we may exercise our legal right to impose a temporary or permanent ban from the parent entering the school premises. In an extreme act of violence that causes physical harm to the staff member and his/her property, the matter may be reported to the police for investigation.

Source: CECV Safe and Sound Practice Guidelines Parent-School Relationships Code of Conduct

Related documents: Enrolment Policy, Enrolment Agreement, Complaints and Grievances Policy and Procedures, Child Safeguarding (Safety and Wellbeing) Policy, Child Safety Code of Conduct, Student Child Safeguarding Code of Conduct, EREA Code of Conduct, VIT Code of Conduct

St Mary's College Parent Code of Conduct - Approved by College Principal_14/12/2021_updated to MO1359 01/07/22