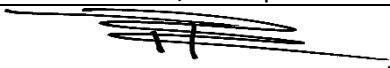




Broadford Secondary College
Respect For School Staff Policy
Policy and Procedures

Broadford Secondary College actively promotes the safety and wellbeing of all students.
All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including Child Safe Standards.

Date Implemented	April 2015
Author	Mark Boland
Approved By	School Council/ Principal
Approval Authority (signature & date)	
School Council Consultation	22/05/2024
Date Reviewed	May 2024
Responsible for Review	SAT / Principal Class Officers
Review Date	May 2027
References	The Department's Policy and Advisory Library



Help for non-English speakers

If you need help to understand the information in this policy, please contact the college on 03 5784 1200.

Purpose

To ensure that members of our community understand Broadford Secondary College's expectations for appropriate interactions with school staff.

Policy

Staff at Broadford Secondary College, including teachers, education support staff, office staff, the Assistant Principal/s and Principal are committed to providing a positive and 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 Broadford Secondary College 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 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 and Training staff when managing unacceptable parent or carer behaviour.

Recording in Meetings

To maintain a trusting and confidential environment, Broadford Secondary College strictly prohibits the recording of any conversations or meetings involving school staff without explicit written consent from all parties involved. This includes, but is not limited to, audio recording, video recording, and photography.

1. Notification and Signage

Clear and visible signage is displayed in meeting areas within the school premises, notifying participants that recording or filming is not permitted. These signs will serve as a constant reminder to uphold the privacy and integrity of all discussions.

2. Consent Requirement

Recording of meetings may only occur if written consent is obtained from all participants prior to the start of the recording.

3. Enforcement and Termination of Meetings

Should any school staff member suspect that a meeting is being recorded without the required consent, they are authorised to request the cessation of any suspected recording activity.

If the recording continues despite the request, the staff member has the right to terminate the meeting immediately to protect the confidentiality and respect owed to all meeting participants.

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, Broadford Secondary College 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 Broadford Secondary College 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
- Included in staff induction processes and available on the staff Google drive
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

Department of Education and Training policies and resources:

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

Broadford Secondary College policies:

- Parent Complaints Policy
- Statement of Values and School Philosophy