



Respect for College Staff Policy

Purpose:

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

Policy:

Staff at Whittlesea 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 College also have an important role to play in fostering a safe and inclusive environment for the entire College community.

Respectful behaviours within the College Community

All staff at Whittlesea Secondary College have a right to a safe and supportive work environment, and we expect that parents/carers and visitors always behave in an appropriate and respectful manner.

The Department of Education 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 College community, this can affect their health, safety and wellbeing.

Unacceptable behaviours include, but are not limited to:

- Violence or threats of 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.
- Using social media or public forums to make inappropriate or threatening remarks about the school, staff or students.



At the Principal Team'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 College grounds or College activities.
- Exclusion from College grounds or attendance at College activities.
- Referral to Victoria Police.
- Legal action.

The Principal Team 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 College community by providing feedback to improve how our school operates.

When raising a complaint or concern with us, Whittlesea Secondary College expects all members of our community to act consistently with this policy, and the Department's [Respectful Behaviours within the School Community Policy](#). For information on how to raise a complaint or concern with our College, please refer to our [Whittlesea Secondary College Complaints Policy](#). [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 College community in the following ways:

- Available publicly on our College's website.
- Signage will be displayed at our front office.
- Included in Whittlesea Secondary College staff induction processes and staff training.
- Included in Whittlesea Secondary College staff handbook/manual.
- Discussed at staff briefings/meetings.
- Discussed at parent information nights/sessions.
- Reminders on COMPASS.
- Hard copy is available from College Office Administration upon request.



Further Information and Resources:

- [Work-Related Violence in Schools Policy](#)
- [Respectful Behaviours within the School Community Policy](#)
- [Family engagement in learning](#)
- [Whittlesea Secondary College Complaints Policy](#)
- [Whittlesea Secondary College School Values and Philosophy Statement](#)

Policy Review:

Policy last reviewed:	August 2025
Consultation Group:	Principal Executive, School Council.
Approved by:	Principal
Next scheduled review date:	August 2027