



RESPECT FOR SCHOOL STAFF POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Traralgon College on 03 5176 2240.

PURPOSE

To ensure that members of our community understand Traralgon College expectations for appropriate interactions with school staff.

POLICY

All Staff at Traralgon 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 our students.

Parents/carers and visitors to our school play an important role ensuring a safe and inclusive environment for the entire school community.

[Respectful behaviours within the school community](#)

All staff at Traralgon College have a right to a safe and supportive work environment, and we expect parents/carers and visitors to 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 towards 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, intimidating 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:

- implementing specific communication protocols
- written warnings
- conditions of entry to school grounds or school activities
- exclusion from school grounds or attendance at school activities



- requesting that the parties attend a mediation or counselling sessions
- reports to Victoria Police
- community safety orders
- 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 encourage parents and carers to raise concerns or complaints and offer feedback so long as it is communicated in a respectful and constructive way. Complaints and concerns raised help ensure the continual improvement of our school operations.

When raising a complaint or concern with us, Traralgon 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 Traralgon College Complaints Policy.

The [Family Engagement in Learning](#) information sheet is also a useful Department resource outlining how parents and carers can best engage with schools to provide feedback, suggestions or 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 displayed at the front office
- Included in transition and enrolment packs
- 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](#)

Traralgon College policies:

- Complaints Policy
- Statement of Values and School Philosophy

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Approved by	Principal
Next scheduled review date	June 2030