



Staff Code of Conduct

Purpose of this policy

The purpose of this policy is to provide staff – teaching or non-teaching including volunteers – with comprehensive directions as to the expected standard of behavior.

This Code is intended to apply to all employees, contractors, volunteers and pre-service teachers in their work with Al Iman College.

Related information

In addition to the *Code of conduct*, staff are also to be familiar with:

1. **ATTACHMENT 1:** Vision, values, mission and objectives
2. **ATTACHMENT 2:** NOTES FOR TEACHERS' GUIDANCE – What Al Iman expects from its teachers
3. **ATTACHMENT 3:** A Guide for Teaching and Protecting Children and Young People and Promoting **Child Safety**
4. **ATTACHMENT 4:** Staff Dress Code
5. **ATTACHMENT 5:** Displaying Pictures in Classroom and Showing videos to Students
6. **ATTACHMENT 6:** Procedure for Communication with Parents
7. **ATTACHMENT 7:** Procedures to make staff aware of the Code of Conduct policy

Who has to comply with the Code of Conduct?

By accepting employment with Al Iman College, you must be aware of and comply with this Code.

Therefore, you must:

- (a) conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the College;
- (b) comply with the College's policies and procedures;

(c) act ethically and responsibly; and

(d) be accountable for your actions and decisions.

Contractors and Volunteers

Contractors, consultants and volunteers working with the College must be aware of this Code and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with the conduct set out in this Code may result in the engagement of a contractor, consultant or volunteer being terminated.

If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the College's expectations of conduct during the period of their engagement.

General

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the College. The College reserves the right at its sole discretion to vary or cancel this Code at any time.

Nothing in this Code should be taken to limit the circumstances in respect of which the College may take disciplinary action in respect of an employee.

What is expected of you as an employee?

As an employee, you should be aware of the College's policies and procedures, particularly the ones that apply to your work. Many of these are going to be made available online; others may be made available to you through induction and training and development programs. If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from your Coordinator, Head of Department, Vice Principal or Principal.

You should also be familiar with the legislation under which you are employed as this may specify requirements with which you need to comply.

As a College employee, you are expected to:

- (a) perform your duties to the best of your ability and be accountable for your performance;
- (b) follow reasonable instructions given by your supervisor or their delegate;
- (c) comply with lawful directions;
- (d) carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development;
- (e) act honestly and in good faith in fulfilling your duties;
- (f) be courteous and responsive in dealing with your colleagues, students, parents and members of the public;
- (g) work collaboratively with your colleagues; and
- (h) ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the College and does not damage the reputation of the College

1. What happens if I breach the Code of Conduct?

As a College employee, you hold a position of trust and are accountable for your actions.

- 1.1 The consequences of inappropriate behavior and breaches of this Code will depend on the nature of the breach.
- 1.2 Employees should report possible breaches by colleagues to their Coordinator/Head of Department, Vice Principals or the Principal. If the possible breach is by their Coordinator/Head of Department then it should be reported to the Principal.
- 1.3 Factors the College may consider when deciding what action to take may include:
 - 1.3.1 the seriousness of the breach;
 - 1.3.2 the likelihood of the breach occurring again;
 - 1.3.3 whether the employee has committed the breach more than once;
 - 1.3.4 the risk the breach poses to employees, students or any others; and
 - 1.3.5 whether the breach would be serious enough to warrant formal disciplinary action
- 1.4 Actions that may be taken by the College in respect of a breach of the Code include management or remedial action, training or disciplinary action ranging

from a warning to termination of employment. The College will reserve the right to determine in its entirety the response to any breach of this Code.

2. Required Reporting

Employees are required to report certain information to the Vice Principals or Principal according to their line of reporting.

- 2.1 All employees are required to inform the Vice Principals or Principal if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform if you become the subject of an Apprehended Violence Order.
- 2.2 If, through your employment with the College, you become aware of a serious crime committed by another person, you are required to report it to the Vice Principals or Principal, who may be required to inform the police.
- 2.3 As a College employee, you must report to the Vice Principals or Principal:
 - 2.3.1 any concerns that you may have about the safety, welfare and well-being of a child or young person;
 - 2.3.2 any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
 - 2.3.3 any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you; and
 - 2.3.4 if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'; and
 - 2.3.5 if you become the subject of allegations of 'reportable conduct' whether or not they relate to your employment at the College
 - 2.3.6 if your "Working With Children" Card is cancelled or if you are or become a disqualified person from working or volunteering with children
- 2.4 Please note that teachers and some other employees have mandatory reporting obligations under the Children, Youth and Families Act 2005 where they have reasonable grounds to suspect a child is at risk of significant harm and have current concerns about the safety, welfare and wellbeing of the child. You should refer to the College's Child Protection Policy for further information about these obligations.

3. Respect for People

The College expects employees to treat each other with respect and courtesy. Our daily interaction with others reflects on the college's reputation. Therefore, all employees are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

- 3.1 Employees who work with students have a special responsibility in presenting themselves as appropriate role models for those students. Modeling effective leadership and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development.
- 3.2 Similarly, it is important for you to treat your colleagues, other employees, contractors, students and parents with respect. Rude or insulting behavior, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other employees, contractors, students and parents is unacceptable. You must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behavior.
- 3.3 You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the College's Discrimination, Harassment and Bullying Statement. Unlawful harassment or discrimination may constitute an offence. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.
- 3.4 You should ensure that you are aware of the [College's Bullying, Harassment and Discrimination Policy](#). If you believe you are being unlawfully harassed or discriminated against or bullied:
 - 3.4.1 Where you feel comfortable, ask the person to stop or make it clear that you find the behavior offensive or unwelcome. It may be useful to speak with your Coordinator/Department Head in the first instance to seek guidance on how to do this; and/or
 - 3.4.2 raise the issue as a grievance in accordance with the College's Bullying, Harassment and Discrimination Policy as soon as possible after the incident(s) have occurred.
- 3.5 The College takes reports of unlawful discrimination and harassment or bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.
- 3.6 If you lie about or exaggerate a complaint, the College will view this as a very serious matter, and you may be disciplined or dismissed.

4. Duty of Care and Workers Health and Safety

As a College employee, you have a duty of care to students in your charge to take all reasonable steps to protect students from risks of harm that can be reasonably predicted.

The duty encompasses a wide range of matters, including (but not limited to):

- the provision of adequate supervision
- ensuring grounds, premises and equipment are safe for students' use
- implementing strategies to prevent bullying from occurring in the College, and
- providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at the College.

Duty of care

- 4.1 As a College employee, you have a duty of care to students in your charge. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted. For example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the students' maturity and ability.
- 4.2 Duty of care to students applies during all activities and functions conducted or arranged by the College. The risks associated with any activity need to be assessed and managed before the activity is undertaken.
- 4.3 You should ensure that you are aware of the College's Risk Assessment forms and your duty of care on excursions.
- 4.4 You also have a responsibility under work health and safety legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not place at risk the health and safety of your co-workers, students or other persons that you may come into contact with at work.
- 4.5 Considerations of safety relate to both physical and psychological wellbeing of individuals.
- 4.6 You should ensure that you are aware of and the College's Work Health & Safety related policies and procedures.

Supervision of students

- 4.7 You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.
- 4.8 You should be familiar with and comply with the College's evacuation procedures.
- 4.9 Students should not be left unsupervised either within or outside of class. You should be punctual to class and allocated supervision.
- 4.10 You should remain with students at after college activities until all students have been collected. In the event that a student is not collected you should remain with the student until collected, or seek advice from your supervisor.
- 4.11 Playground supervision is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and constantly moving around.
- 4.12 You should be alert to bullying or any other form of discriminatory behavior, and report incidents to the appropriate staff member. Additional detail about student bullying is set out in the Anti-bullying policy
- 4.13 Unwell or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact the administration staff.

5. Professional Relationships between Employees and Students

As a College employee, you are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed. While not all employees are required to manage and supervise students, it is important for all College employees to understand and observe the College's child protection policies.

Supervision of students

- 5.1 You should avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student you should ensure that this is in an open space in view of others. Where this is not possible

or practical it should be discussed with your Coordinator/Head of Department, Vice Principal and/or the Principal.

- 5.2 You should never drive a student in your car unless you have specific permission from your Principal to do so. In the event of an emergency you should exercise discretion but then report the matter to your Principal.
- 5.3 If you wish to conduct a private conversation with a student you should consider the time and venue carefully to avoid placing yourselves in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the student and the door.
- 5.4 When confiscating personal items, such as mobile phones or hats, ask students to hand them to you. Only take items directly from students in circumstances where concern exists for the safety of the student or others and your own safety is not jeopardized by this action.

Physical contact with students

- 5.5 You must not impose physical punishment on a student in the course of your professional duties.
- 5.6 When physical contact with a student is a necessary part of the teaching/learning experience, you must exercise caution to ensure that the contact is appropriate and acceptable. You should seek reassurance from the student by asking for a volunteer if necessary to demonstrate a particular activity.
- 5.7 Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability the management of toileting needs should be included in the student's individual management plan.
- 5.8 When congratulating a student, a handshake, pat on the shoulder or brief hug are acceptable as long as the student is comfortable with this action. Kissing of students is not acceptable.
- 5.9 Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and seek their consent.
- 5.10 Sometimes in ensuring duty of care you may be required to restrain a student from harming him or herself or others using reasonable force. Any such strategy

must be in keeping with the College's behavior management practices or individual student management plans. You should report and document any such incidents.

Relationships with students

- 5.11 You must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student. An overly familiar relationship with any student (including any adult student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues, and may carry a serious reputational risk for the College.
- 5.12 At all times when speaking with students care must be taken to use appropriate language. You must always treat students with respect and without favoritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
- 5.13 You may, as part of your pastoral care role, engage in discussion with students. This is entirely appropriate. However you must be cautious about making personal comments about a student or asking questions that probe your own or a student's sexuality or relationships. You must not hold conversations with a student of an intimately personal nature where you disclose information about yourself.
- 5.14 You must not:
 - 5.14.1 invite students to your home;
 - 5.14.2 visit students at their home; or
 - 5.14.3 attend parties or socialize with students,

Unless you have the express permission of the Principal and their parents or caregiver.

- 5.15 You must not engage in tutoring or coaching students from the College.
- 5.16 You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site.

- 5.17 You must not give gifts to students. You should also carefully consider your position before accepting any gift from a student.
- 5.18 Wherever practical, you should avoid teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid such situations completely, another member of staff should make any significant decisions relating to the student's assessments and have those endorsed by a supervisor.
- 5.19 You should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behavior.

Child protection

- 5.20 You must be aware of and comply with the College's Child Protection Policy.
- 5.21 You must report any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you to the Vice Principals/Principal. This includes self-disclosure if the allegation involves you.
- 5.22 Broadly, 'reportable conduct' includes:
 - 5.22.1 any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence); or
 - 5.22.2 any assault, ill-treatment or neglect of a child; or
 - 5.22.3 any behaviour that causes psychological harm to a child, whether or not the child consents.
- 5.23 **Reportable conduct does not extend to:**
 - 5.23.1 conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
 - 5.23.2 the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures; or

- 5.23.3 conduct that is exempted from notification by a class or kind agreement.
- 5.24 For further information about 'reportable conduct' see the College's Child Protection note.
- 5.25 The requirements outlined in Section 6 in relation to Supervision, Physical Contact and Relationships with Students set professional boundaries in relation to your behavior. They make clear what behavior is unacceptable and could amount to reportable conduct.

The Working with Children Check

- 5.28 The Working with Children Check is a prerequisite for paid and unpaid child-related work. Under section 6 of the Children's Protection Act, child-related work is defined as work in a specific child-related role or face-to-face contact with children in a child-related sector.
- 5.29 You must have a Working with Children Check clearance. This needs to be verified before taking up teaching duties. You are responsible for renewing Working With Children Check every three years.

6. Appropriate Use of Electronic Communication and Social Networking Sites

The College provides electronic communication facilities for its students and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the College's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever.

- 6.1 You must comply with the College's Acceptable Use policy. This includes:
 - 6.1.1 exercising good judgment when using electronic mail, following the principles of ethical behavior;
 - 6.1.2 using appropriate and professional language in electronic mail messages;

- 6.1.3 being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;
 - 6.1.4 not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
 - 6.1.5 not inviting students into your personal social networking site or accept an invitation to theirs;
 - 6.1.6 not using social networking sites to email or contact students;
 - 6.1.7 remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
 - 6.1.8 reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.
- 6.2 You must never use the College's networks to view, upload, download or circulate any of the following materials:
- 6.2.1 sexually related or pornographic messages or material;
 - 6.2.2 violent or hate-related messages or material;
 - 6.2.3 racist or other offensive messages aimed at a particular group or individual;
 - 6.2.4 malicious, libelous or slanderous messages or material; or
 - 6.2.5 subversive or other messages or material related to illegal activities.

7. Use of Alcohol, Drugs and Tobacco

Work Health and Safety is of fundamental importance to the College. Maintaining a safe work environment requires everyone's continuous cooperation.

- 7.1 You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk you or any other person's health and safety.
- 7.2 As a College employee, you must:
 - 7.2.1 not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
 - 7.2.2 not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;

- 7.2.3 notify your Coordinator/Head of Department if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
- 7.2.4 take action to resolve any alcohol or other drug-related problems that you have; and
- 7.2.5 consult with your Coordinator/Head of Department, Vice Principal or Principal if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

7.3 As a College employee, you must not:

- 7.3.1 have illegal drugs in your possession while at work. Any illegal drugs found on College property or in the possession of any person on College property may result in disciplinary action including the termination of your employment and referral to the Police;
- 7.3.2 give students or other employees illegal drugs or restricted substances, or encourage or condone their use; and
- 7.3.3 supply or administer prescription or non-prescription drugs to students unless authorized to do so.

Alcohol

7.4 You must not take alcohol to College or consume it during College hours or at any College function at any time College students are present, including those events conducted outside College premises unless expressly permitted to do so by the Principal. *A College function is any occasion organised by the College and/or in the College's name, including graduations, farewells, excursions, sporting fixtures and fund raising events.*

7.4 You must not:

- 7.4.1 purchase alcohol for, or give alcohol to, any College student; and
- 7.4.2 encourage or condone the use of alcohol by students of any age during educational activities.

Tobacco

- 7.5 You must not smoke or permit smoking in any College buildings, enclosed area or on College grounds. This includes all buildings, gardens, sports fields, cars and car parks.
- 7.6 You must not purchase tobacco or tobacco products for any College student, or give them tobacco or tobacco products.

8. Identifying and Managing Conflicts of Interest

Private interests can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of the College.

- 8.1 As a College employee, you must not act in conflict with the College's best interests. A conflict of interests can involve:
 - 8.1.1 pecuniary interests i.e. financial gain or loss or other material benefits;
 - 8.1.2 non pecuniary interests i.e. favours, personal relationships and associations. It may not only be about your own interests. It may include:
 - 8.1.2.1 the interests of members of your immediate family or relatives (where these interests are known);
 - 8.1.2.2 the interests of your own business partners or associates, or those of your workplace; or
 - 8.1.2.3 the interests of your friends.
- 8.2 When faced with a situation in which conflict of interests may be present, you should report any potential or real conflict to the Principal.
- 8.3 You should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

9. Declaring Gifts, Benefits and Bribes

As an employee, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or

hurtful. You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

- 9.1 If you are offered a bribe (i.e. anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal.
- 9.2 Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of the College and its staff. You must not create the impression that any person or organisation is influencing the College or the decisions or actions of any of its employees.
- 9.3 If you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal value (\$10) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the College and it will become College Property.
- 9.4 When such a gift is accepted, you must advise your Vice Principal or the Principal. They will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.

10. Communication and Protecting Confidential Information

Communication

- 10.1 You are required to comply with the College's procedure for communication with parents and stakeholders.
- 10.2 You should be mindful of confidentiality when in discussions with parents. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.
- 10.3 You should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorized by the Principal in the context of grievance resolution.
- 10.4 All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the College community, or the public.

- 10.5 The media should not be given access to students or allowed entry to the College without the express permission of the Principal/College board. You should not make any comments to the media about the College, its management, students or parents without the express permission of the above.

Confidential information

- 10.6 As a College employee, you must only use confidential information for the work-related purpose it was intended.
- 10.7 Unless authorized to do so by legislation, you must not disclose or use any confidential information to students, parents, media or any social forum without the express permission of the Principal/College Board.
- 10.8 You must make sure that confidential information, in any form, cannot be accessed by unauthorized people.

Privacy

- 10.9 Sensitive and personal information should only be provided to people, either within or outside the College, who are authorized to have access to it. It must be done after receiving a written request and after ensuring the authority of the person who is handed the information.
- 10.10 You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other College employees. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the College's work because of their expertise.
- 10.11 Significant changes to the Privacy Act 1988 should be reviewed and complied with. All the staff members should familiarize themselves with the [Australian Privacy Principles](#).

11. Record Keeping

- 11.1 All employees have a responsibility:
- 11.1.1 to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and
 - 11.1.2 to capture or store records in the College's record systems.

- 11.2 You must not destroy or remove records without appropriate authority.
- 11.3 The Vice Principals and the Principal have a responsibility to ensure that the employees reporting to them comply with their records management obligations.
- 11.4 Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the College.
- 11.5 Employees must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

12. Copyright and Intellectual Property

- 12.1 When creating material you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third party copyright/other rights included in materials.
- 12.2 Advice relating to sharing or licensing the College's intellectual property should be sought from the Principal.
- 12.3 The College cannot give away or assign its intellectual property without the approval of the College Board.
- 12.4 If you develop material that relates to your employment with the College, the copyright in that material will belong to the College. This may apply even if the material was developed in your own time or at home.
- 12.5 You should not use the College's intellectual property (including copyright) for private purposes without obtaining written permission from the College Board.

13. Respect and Courtesy

The College expects staff to treat each other and other people with whom they deal as representatives of the College, with respect and courtesy. If issues arise between staff members, the College expects you to be proactive in dealing with those issues.

Please raise such issues in the same way as you would raise any other grievance or issue, by first contacting your Coordinator, or if that is not appropriate, with the Vice Principal or Principal whom you feel comfortable and who will be able to deal with the matter.

Attachment 1

Vision

Our vision is to inspire our students to achieve academic excellence and build best character to fulfil human purpose and responsibilities.

Values

Our College aims at developing and inculcating the following core Islamic values in our students, staff and our community.

- Having conviction in Allah and that only the way of the Prophet Muhammad (Peace be upon him) will bring success.

Imaniaat (Beliefs)

- Worshiping only Allah by establishing good deeds especially Salah to build and strengthen direct connection to Allah to access HIS boundless treasures.

Ibadah (Worship)

- Muamalaat (Monetary Dealings)

Practising rightful dealings through proper knowledge.

- Inculcating moral values by honouring the believers and giving due rights to the creations of Allah with the best of character.

Ahklaq (Good Morals and Conduct)

- Building good relationships with all people and to do all the good deeds only to please Allah.

Muasharat (Social Dealings)

- Dawah (Inviting to the Right Path)

Inviting others to the right path and being the best example by practicing all these values in our lives.

Mission and Objectives

Our mission is to educate our students according to the teachings of the Quran and the life style of our Prophet Mohammad (May Allah honour him and grant him peace) in addition to the pursuit of academic excellence and social responsibility.

1. Our objective is to:

- Provide quality up-to-date Australian education Standards in line with Islamic values
- Provide a nurturing and inclusive Islamic environment conducive to social and emotional growth
- Emphasize the importance of character building as well as academic personal best
- Challenge students intellectually, spiritually and physically with extensive opportunities to develop to their full potential
- Prepare students for positive contribution to the wider community
- Provide our children with safe learning environment inside and outside of the College hours as the safety of our children is a top priority for Al Iman College and our children deserve nothing less.

Attachment 2

NOTES FOR TEACHERS' GUIDANCE – What Al Iman expects from its teachers

2. Al Iman Philosophy

“Oh Allah, give us good in this world, and in the next, and save us from the Fire of Hell” (Success in this world and success after death). As a Muslim college, the conduct of staff and students and the purpose of our College is consistent with Islamic beliefs.

The College envisions to inspire our students to reach a firm Islamic belief as well as academic excellence to be the best of examples and to fulfil their social responsibility.

3. Student

The Student is the center of all our activities.

4. Child Psychology and Development

All teachers should constantly review literature on this topic. Teachers are encouraged to attend seminars/workshops on curriculum areas.

5. College – Public Relations

The student is the best public relations agent for the College. Parents are kept informed about the College activities through newsletters, meetings and interviews by the Principal/ Coordinators/ Teachers.

6. Discipline

All teachers must regard discipline as part of their classroom management techniques. We believe in “Effective Instruction through Dynamic Discipline”. We believe in Positive Modus Operandi (positive way or method of operation). Discipline must be taught and then it will become “self- control”. Teachers will establish class routines. Moral Instruction is a very important part of the College program. Records for misbehavior will be maintained.

7. Teachers

Our teachers are humanists who will teach children not only what to learn but also how to learn and be able to get on well with everyone. Teachers will not talk about their personal lives or lifestyles to the children.

8. Teaching

Teaching is effective only when learning takes place. The criterion for judging “Teaching” is “Learning”.

9. Teaching resources

Teachers will make the best use of the resources. There are procedures for taking, using and issuing resources. Teachers themselves must get the resources from the library or other allocated areas or personnel.

10. Classroom Climate

Safe and supportive learning environments are to be created in the classroom through the utilisation of a range of teaching strategies and the use of best practice. Teachers will maintain a caring environment and refrain from shouting which will not only disturb other classes but also affect the health of students. Positive reinforcement is encouraged. Each individual student is valued and teachers engage a variety of learning abilities by differentiating programs of work.

11. Absence

If teachers are unable to attend the college, they must inform the College as soon as possible so that appropriate supervision can be arranged. In case of emergencies, application for leave with appropriate evidence must be made immediately after the teacher returns to the College. The program of work must be available to the relieving teacher.

12. Program of work

This is a very important file which will include, among others, the following:

- Analysis of the standard of the class – make written observations about the learning styles of students in your classes

- Time allocation for each subject (timetable)

For each subject:

- Rationale for teaching the subject
- Weekly plan for the year, showing objectives, content, resources, and evaluation.
- Five emergency lesson plans

13. Weekly Program

This will show the daily plan for the week with objectives, content, resources, evaluation, etc. This will be prepared at least a week in advance and comments will be entered after the lesson. The plan will be a detailed one.

14. Evaluation Records

- a. Records of question papers as well as the evaluation will be kept. There will be an analysis of the results.
- b. Term reports will be sent to parents.

15. Attendance Register

This is a legal requirement and it will be properly maintained.

16. Appraisal of Teachers

Teachers are professionals and as with any other profession there are requirements for appropriate qualifications, salary and performance. The College will do its best to help teachers to do their best for the children and get job satisfaction. In consistency with National Teaching standards and quality teaching, staff will participate in annual evaluations which will be used to inform the College planning.

17. Punctuality

If we ourselves are not punctual, we cannot expect our students to be punctual. Teachers must move early to their classes. Staff sign in book entries must be made daily for arrival and departure.

18. Classroom

The environment must be conducive to learning. The classroom will be tidy and students' work will be displayed. The display will be changed frequently. There will be appropriate seating arrangement.

19. Children's Written Work

This will be checked for accuracy and neatness. Exercise books will be kept neat and students will not waste space in the books. Activity books will be accurately and neatly completed.

20. Periodic Tests/Assessments

Constant revision of work is very important. There should be improvement in children's performance.

21. Evaluation of a Lesson

Following guidelines will be used to evaluate the lesson by the teacher coach, mentor, coordinator or leadership team members. Teachers may use them while preparing for a lesson.

- i. Teacher's preparation - Teaching aids.
- ii. Learning intention.
- iii. Suitability of the method and content.
- iv. Teacher's control of the class.
- v. Use of group work.
- vi. Questioning techniques.
- vii. Interaction with the students and the teacher's voice.
- viii. Achieving the objectives of the lesson.

22. Homework

The College has a homework policy and this will be adhered to. Homework will reinforce what the children have learnt at the College or prepare for their future learning.

23. Expertise of Teachers

Be experts in the class or subjects you teach. Do not comment on other classes or parents.

24. Staff Duty Roster

Supervision of children during recess, lunch/prayer, and in the afternoon for the bus. Strict supervision. Please do not “forget” your duty. Please see that children throw rubbish into the bins.

25. Safety of the Children

- i. Don't keep any glass or bottles that can be broken by the students. These objects can cause harm to the students.
- ii. Be careful with sharp objects such as scissors.
- iii. No cooking by the students, except secondary students.
- iv. Do not let children run in restricted areas such as corridors.

26. Clean Classrooms

Classroom desks should not be piled high with books and equipment. Students should use their lockers and only bring the equipment they need to class. Please see that students keep their classrooms clean and tidy and that the children put their chairs on the tables before leaving.

27. Accident Log

The teacher on duty will write the report:

- date
- time
- student's full name
- class
- incident
- action taken etc.

28. Money

No money is to be kept in the classrooms. Please give it to Accountant.

29. “No Smoking” Policy

The College's policy is “No Smoking on College Premises”.

30. Videos

Any videos shown to the students must be related to their work and outcomes and must not breach Islamic values. Videos having music should not be played at all. Please consult “Islamic Studies Department” if not sure about the appropriateness of the video.

31. Excursions

Prior planning and approval needed. Only the OFFICIAL College excursion permission note template is to be used to communicate extra-curricular activities such as excursions and sport to parents and caregivers. These can be downloaded through the College network.

32. Taking photos or making video of the students

The College strongly prohibits all the staff members and parents from taking any images of making video of any kind involving the students. Please contact the Principal if you require any further clarification.

Each extra-curricular activity must have a risk assessment completed and attached to the excursion letter. These have to be shown to the Principal. The Principal will approve the excursion by signing the excursion letter.

Excursions should be related to children’s work.

Students cannot attend or participate in extra-curricular activities if a signed Permission Note has not been returned.

Bus arrangements need to be made for students with a disability.

Adequate Supervision. In the planning ensure that there are adequate number of staff attending and that staff are briefed about their duty of care.

Attachment 3

A Guide for Teaching and Protecting Children and Young People and Promoting Child Safety

The following information will help teachers identify appropriate professional practice in their conduct with students. The material below is not exhaustive but is provided as a guide to common situations.

Poor or Unacceptable Practice

1. College and classroom culture

- Excluding students from a lesson or activity, then leaving them unsupervised in corridors, classrooms, library, theatre, oval, hall or any other college area.
- Leaving a class unattended or dismissing student from a lesson early so that they are unsupervised during college hours. Supervision and our duty of care is from 8:15am to 4:00pm.
- Not reporting concerns about risk of harm to a child or misconduct of a staff member towards a student
- Attempting to physically prevent a student from entering or leaving a classroom, unless there is a concern for the safety of the student, other students or staff
- Closing doors or windows to rooms without checking students are safely out of the way
- Shouting angrily at students to intimidate them
- Commenting to or about students on the basis of disability, gender, sexuality, cultural or racist stereotypes.

2. Care and discipline of children

- Public disciplining or humiliating a student as punishment or as an example to other students
- Throwing an object, such as a duster, a marker or a book to get their attention
- Threatening students with physical punishment
- Corporal punishment of students is prohibited
- Providing inadequate supervision for students while on duty during excursions
- Not appropriately responding to or referring clear request from student for medical or first aid attention
- Arranging activities or meetings alone with a student that are not within the College guidelines or that are without the informed approval of a supervisor and, if appropriate, the parent or caregiver

- Targeting students unfairly for criticism or prejudging complaints from other staff or students about their behaviour based on past conduct

3. Teacher student relationships

- Teasing students or unfairly withholding praise from them
- Putting your arms around students while instructing them on the computer
- Developing a practice of cheek kissing as a greeting or for congratulating students
- Repeatedly and unnecessarily touching students on the back, shoulders, arms or legs
- Allowing students to sit on your lap
- Undressing in front of a student e.g. PE or change rooms
- Giving gifts of money to students as a reward or incentive for good behaviour or as a gesture of friendship
- Conversing about sexual matters unrelated to a syllabus and outside the Islamic ethos on such matters
- Telling jokes of a sexual nature
- Making sexually suggestive remarks or actions, obscene gestures or showing inappropriate videos. To avoid this only show videos that are directly linked to the work and address syllabus outcomes.
- Showing videos as a treat

4. Interaction with students with identified needs

- Using unnecessary force to make physical contact with a student as a prompt for a verbal instruction or to force compliance
- Failing to implement strategies negotiated and outlined in individual student management programs
- Using physical contact to contain confrontational behaviour of students of all ages (particularly those with identified behaviour or conduct disorders) unless there is a concern for the safety of the student, other students or staff.

Attachment 4

Staff Dress Code

33. Rationale:

- In light of the College's mission and vision, the notion of religious modesty, values and ethics are the guiding principles. Therefore, staff members are required to observe the college norms and practices, which contribute to the existence and reinforcement of the College's ethos.
- Each staff member plays an important part in contributing towards creating an environment where Islam and ethical values are practically adhered to.
- Each staff member is a role model for students with tremendous power and influence. Hence, staff members must make sure that they are the best examples for our students in every aspect of their lives.
- As an Australian educational institution with an Islamic ethos, Al Iman College's dress code is to be observed by all staff members whilst on and around the college premises and whilst representing the college anywhere else at all times.

With modesty and cleanliness being an integral part of our faith and values, staff members are required to take pride in the traditional dress and be neat and presentable at all times. In appreciating our students' uniform and respecting their dress code, all staff members are required to adhere to the following:

Guidelines for male staff members include:

1. Observe modest clothing with a choice of any type of 2-piece traditionally known Islamic clothing (e.g. Arabic Jalabiya, Malay or Sub-Continent attire).
2. Wear the religious cap.
3. Alternatively, male staff members have the option of wearing a loose coat/garment on top of their regular clothing.
4. Wear shoes appropriate to the profession. Thongs, moccasins or other shoes that are considered very casual or inappropriate should not be worn.

5. Adhere to the religious teachings by refraining from wearing the following:
 - a) gold jewelry
 - b) necklaces and/or wrist bands of any type
 - c) anything that is in contradiction with the notion of modesty and religious values

Guidelines for female staff members include:

1. Observe modest clothing and cover down to include the wrists and ankles in the form of a hijab, an Abaya and long pants underneath.
2. Wear the hijab, completely covering the hair, ears, neck, and shoulders and falling below the chest and back.
3. Clothing including the hijab must be loose (not tight) and thick enough (not see-through), ensuring body shape is not visible.
4. The wearing of make-up is discouraged. Henna other than the natural colour should not be worn on the hands or nails.
5. Wear shoes appropriate to the profession. Thongs, moccasins or other shoes that are considered very casual or inappropriate should not be worn.
6. Adhere to the religious teachings by refraining from wearing the following:
 - a) the hijab with a high bun
 - b) long fingernails, nail polish and/or artificial nails
 - c) accessories that are noisy or cause distraction
 - d) shoes with noisy and/or high heels that result in an inappropriate gait.
 - e) anything that is in contradiction with the notion of modesty and religious values

Attachment 5

Displaying Pictures in Classroom and Showing videos to Students:

Alhamdulillah, Allah Ta'ala has blessed us with employment at an Islamic school. This is a great bounty of Allah, as not everyone has the privilege of teaching Muslim children and working with Muslim colleagues in an Islamic environment with many Huffaz of the Quran and scholars of Deen. We must truly thank Allah for this bounty.

One way to thank Allah Ta'ala for this bounty is to follow all the injunctions of the Shariah in our 24-hour life including the time we spend at the College. Not only will this be a source of blessings for us and the College, it will also play a huge role in the *tarbiya* of the students at our College – as proper *tarbiya* of children not only requires imparting of Islamic knowledge to them, it also requires demonstrating to them the practical implementation of Islamic teachings in our daily life.

Alhamdulillah, all the staff and teachers at our College are very particular about practising the teachings of Islam. There are a few issues, however, that we would like to clarify in the light of Islamic teachings for the benefit of everyone. They are as follows:

Pictures of animate beings: displaying them in the classroom, printing them etc.

- According to the teachings of Islam, it is not permissible to make pictures of animate beings (i.e. humans and animals). Abdullah Ibn Mas'ood (Radiyallahu Anhu) narrates that the Messenger (Sallallahu Alaihi Wa Sallam) said, "Indeed, on the day of judgement the people who will receive the severest punishment will be those who made pictures." (Bukhari and Muslim)
- Angels do not enter a place where there are pictures of animate beings. (Bukhari and Muslim)
- It is makrooh tahreemi (prohibited) to offer salaah in a room where there are pictures of animate beings.

In the light of the abovementioned teachings of Islam, we should abstain from drawing and printing pictures of animate beings. Likewise, we must not allow the students to draw pictures of animate beings. We must also abstain from displaying posters and charts in the

classroom that contain pictures of animate beings. If we have to display such posters and charts, we must ensure to blacken out the face (not just the eyes) of the picture of the human or animal with a marker. Similarly if we need to photocopy something that contains pictures of animate beings, we must ensure to blacken out the face before photocopying.

As for pictures of inanimate objects (such as trees, mountains, cars, buildings etc.), it is permissible to draw them and to display them.

Showing videos to the students

According to some scholars, videos displayed on the screen also fall under pictures. Therefore, according to these scholars it will not be permissible to view videos at all, even if the video is free from other haram elements. This view is certainly the more precautionary view taking into consideration the severe punishment mentioned in the hadith for making pictures.

Some other scholars are of the view that videos that are displayed on the screen do not fall under the definition of a picture as envisaged in the ahadith. According to this view, it will be permissible to view videos with the condition that the content of the video does not violate any injunction of the Shariah and that there are no haram elements in the video.

As mentioned earlier, adopting the first view is more precautionary taking into consideration the severe punishment mentioned in the hadith for making pictures. However, if there is a genuine need to show the students some video, there is a leeway to adopt the second view, especially since some highly regarded scholars also hold the second view. However, it will only be permissible to show videos to the students with the following conditions:

- The content and theme of the video are not objectionable from Islamic perspective.
- The video does not contain haram elements such as music, exposure of the satr (a male's satr is from his navel up to and including his knees) etc.
- The boys are not shown videos containing females
- The females are not shown videos containing males

Regarding the last two, Allah Ta'ala says in the Holy Quran:

“Say to the believing men that they should lower their gaze and guard their modesty: that will make for greater purity for them: And God is well acquainted with all that they do.

And say to the believing women that they should lower their gaze and guard their modesty...”
(Quran 24:30-31)

Umm Salama (Radiyahallahu Anha) narrates that she was with Maimuna (Radiyahallahu Anha) (both were wives of the Prophet sallallahu alaihi wa sallam) in the company of the Prophet (sallallahu alaihi wa sallam) when Ibn Umm Maktoom (Radiyahallahu Anhu) (a blind male companion of the Prophet) entered. So the Prophet (sallallahu alaihi Wa sallam) said (to us), “Observe hijab from him”. We said, “But he is blind and cannot see”. The Prophet (sallallahu alaihi Wa sallam) replied, “Are both of you (also) blind? Can you not see him?” (Tirmizi and Abu Dawud)

The fuqaha (jurists) have given the ruling that it is haram for a man to look at a (unrelated – ghair mahram) woman with lust and that it is makrooh to look without lust. Only if there is a dire necessity will it be permissible for a man to look at a woman, and that too only at her face and palms. (Hashiya Ibn Abideen)

May Allah Ta’ala enable us to act upon the teachings of Islam in all aspects of life. Ameen.

Attachment 6

Procedure for Communication with Parents

Communicating with parents is central to maintaining a positive approach to dealing with students. Parents and teachers need to develop a joint strategy to address specific difficulties, in addition to sharing a broader philosophy which can be implemented at home and in the college. Maintaining parent-teacher communication throughout the school year is the key to student success. Research has shown that students do better in school when their parent or guardian is involved.

It is Al Iman Policy that communication between home and the college should be frequent, open and positive and to this end we strive to create a warm and friendly atmosphere where parents/guardians are encouraged and feel welcome to discuss matters relating to their child with the relevant class teacher.

A high level of communication is seen as an important factor encouraging positive behaviour in the college. Structures and channels designed to maintain a high level of communication among staff and between staff, pupils and parents have been established and are being reviewed regularly.

Parents should be encouraged to talk in confidence to teachers about any significant developments in a child's life, in the past or present, which may affect the child's behaviour. The following methods are to be used at all levels within the college:

- Formal Parent/Teacher meetings will be held at the end of term 1 and term 3. It is important that parents/guardians attend the meetings and early notice will be given of the timings. Academic progress related issues will be open for discussion at the class meetings. Individual issues should be discussed by appointment with the class teacher.
- Informal parent/teacher meetings when necessary
- Children's homework journal/diary
- Letters/notes from the college to home and from home to the college
- College notice board
- Newsletter
- Website
- Text-a-parent

Parent-Teacher Conferences, handled correctly, are an opportunity to form a cooperative team for the quality education of our students. We need each student's parents on our side in order to have the maximum positive impact on learning.

Following are the guidelines to make sure we are on the right track:

Do's

- **Give parents plenty of notice.** Remember that parents have busy lives and challenging work schedules. The more notice we give them, the more likely they will be able to attend the Parent-Teacher meeting.
- **Start and end the Parent-Teacher Meeting on a positive note.** Remember that parents are often nervous, too. Set them at ease by starting off with your positive observations of their child. After you've explained some areas of improvement, finish the meeting off with more things the parents can feel good about. This goes a long way toward creating a positive working relationship with them.
- **Be organized.** Fill out a pre-meeting form for each student, complete with space for your notes and follow-up issues. The meeting may be your first impression on the parents, and your organization will inspire confidence in your abilities to help their child.
- **Listen actively.** When the parents speak, concentrate and really hear what they are trying to communicate to you. You may even want to take notes. When parents feel heard, you are setting up a cooperative relationship for the coming years.
- **Have samples of student work to back up your points.** When discussing specific learning goals for the student, show the parents what you observed in the classwork that shows a need for improvement. On the flip side, you can also show samples of work well done, so they can see how much the students are learning with you.
- **Give the parents homework.** Think of 2-3 customized tasks that the parents can do at home to help their child learn this school year. It may not always happen as you hope, but it's worth a shot. Offer worksheets, web sites, and tools to support their efforts.
- **Call in the Vice Principals/Principal for touchy situations.** Sometimes teachers need to call for backup. If a specific set of parents have already showed some hostility towards you, a trusted administrator can act as a facilitator who has everyone's best interests at heart. Moreover, the Vice Principals/Principal can act as a witness for you, if the tone of the conference starts to sour.

Don'ts

- **Don't stray from the topic at hand.** It's easy for conversations to wander off into fun topics, such as shared interests. But remember why you are having this meeting in the first place and keep the meeting on track.

- **Don't Get Emotional.** Stay professional and objective as you describe the behaviour you've observed from a particular child. If you stay rational and calm, the parents likely will, as well.
- **Don't run late.** Once the Parent-Teacher meeting schedule is set, do everything possible to keep things running in a timely manner. Parents have busy lives and have dropped everything to meet with you at the appointed time. Respecting their time will make a great impression.
- **Don't have a messy classroom.** We all know that classrooms can get messy during the busy course of a school day. But spend some time straightening up your room, especially your desk, in order to make the best possible impression.
- **Don't overwhelm the parents with too many at-home tasks.** Choose 2-3 doable ways that the parents can support learning at home. Be specific and offer them the tools they will need to help their child.

How to Prepare for Parent/Teacher Meeting

Being organized is the best strategy for Parent Teacher meeting. Your proactive preparation will make the best possible impression on your students' parents.

Give Parents Plenty of Notice

Send home an invitation 3-4 weeks beforehand, including a blank schedule of available times for Parent Teacher meeting. Ask the parents to number their top 3 preferred days and times. Respect the schedules of busy parents by confirming the final schedule as soon as possible.

Fill Out a Pre-Meeting Form to Organize your Thoughts

During a marathon day of conferences, you'll be glad that you spent time beforehand to jot down specific notes on each individual's work, progress, and 2-3 specific learning goals. Use this form during the conference as an agenda for the meeting. Leave space at the bottom for notes on action items determined during the conference.

Compile Examples of Student Work

Use actual student work to back up your points about the student's triumphs, struggles, and goals.

The parents will be far more likely to buy into your message if they can see the same work you see every day.

Make the Parents Comfortable

Place two chairs outside of your classroom door, in case any parents have to wait for their appointment time. Consider offering coffee, juice, or snacks during the conference. Set out a pen and paper for the parents' note-taking, if they desire.

Ask your Principal to attend (if necessary)

If you've already had a tense moment or two with a particular set of parents, consider asking your Vice Principal/Principal to attend the conference. Not only will he or she protect all parties' best interests, he or she will serve as a witness for all communications between you and the parents.

Take Advantage of the Parents' Visit to Your Classroom

Set out a sign-up sheet for field trip chaperones or class holiday party volunteers. This will save you from having to send home additional requests throughout the year, and the parents will appreciate being able to plan ahead.

Open the Pathways of Communication

Place a stack of your business cards on the table so that the parents will be sure to have your contact information, including email address. You may even want to put a little magnet on the back so that they can just plop it on the fridge.

Prepare Materials for the Parents to Take Home

Offer the parents 2-3 concrete ways they can support learning at home and make sure to give them the tools they will need to make this happen. This may include multiplication tables, questions to ask during at-home reading, or lists of web sites that facilitate learning online.

Clean up your Classroom

Make the best impression with a tidy desk, straightened up bookshelves, an erased whiteboard, your best bulletin boards, and even neatened student desks. Nothing says "Learning happens here" like a structured classroom environment.

Tips:

1. Be sure to get plenty of sleep the night before. You'll want to be well-rested and mentally alert for the parent teacher meetings.
2. If you're a new teacher, talk to a colleague you admire and get his or her favourite tips for successful parent teacher meetings. Offer your ideas, as well. Veteran teachers often love to get the fresh perspectives of their less experienced colleagues.

3. Wear clothes that are comfortable, professional, and modest. This is always a must for teachers, but it is worth mentioning in the context of meetings, as well.
4. Keep meeting running in a timely manner. Respect the time of your students' parents because actions speak louder than words.
5. Make sure the parents know how to contact you by phone that day, in case they need to reschedule or are running late.

What You Need:

- Pre-meeting form
- Samples of student work
- Coffee, juice, and snacks, if you decide to offer them
- Learning materials for parents to take home, customized for their child

Tips for successful parent teacher meetings:

Many schools do not require yearly parent teacher conferences after elementary school for all students. Therefore, when a secondary school educator meets with parents for a conference, it is typically because the student in question is struggling either academically, behaviourally, or both. In reality a parent teacher conference can have a huge impact on student work and behaviour. This list is focused on helping teachers prepare themselves for these often difficult conferences.

- **Communicate with parents before a conference is necessary.**

This first item can help prevent issues down the road. When you have a student who is struggling in either their academics or their behaviour, you should communicate this with his or her parents with either notes or phone call. This way if and when you have to call for a meeting, you will not be faced with a situation where the parent becomes upset at you for not letting them know sooner. There is nothing worse than holding a meeting and having the parents ask, "Why is this the first I've heard of this issue?" A proactive environment in which the teacher is keeping the parents informed is the best environment.

- **Come to the conference prepared with documentation.**

If the student in question is having a hard time with their classwork, then show the parents their grades and samples of their work. It is easier for a parent to understand the problem if they can actually see examples of their child's work. If the student is misbehaving, then you should make anecdotal notes of this misbehaviour in preparation for the meeting. Bring these anecdotal notes so that parents can understand how their child is behaving.

- **Start the meeting with a warm greeting and an agenda.**

Be welcoming when the meeting starts but at the same time have your thoughts and information down so that you appear prepared and organized. Your words and information will bear much less weight if you appear unprepared. Additionally, remember the parent and you have a common goal and that is to help the child.

- **Begin and end on a positive note.**

Try to think of something nice to say about the student in question. For example, you might say something about their creativity, their handwriting, their sense of humour, or any other comment that you can think of that applies. Further, at the end of the conference, you should wrap things up on a positive note. Instead of reiterating the problems you already discussed, end with a comment that shows hope for the future. You could say something like, "Thanks for meeting with me today. I know that working together we can help your child succeed."

- **Dress and act professionally.**

If you dress professionally, you will garner more respect. You should also avoid talking about other teachers who are not present. If a parent brings up a problem with another teacher, direct them to call and/or meet with that teacher. If a concern is raised that you think requires administrative attention, then feel free to go to your administrator with it after the conference.

- **Include someone else in the conference.**

If at all possible try to get an administrator involved in the parent-teacher meeting. This is especially true if you fear that the parent might become agitated or irate. Having another individual there can have a calming influence on the situation.

- **Be attentive.**

Use your best listening skills throughout the conference. Allow parents to talk without interruption. Make eye contact and keep your body language open. Don't jump on the defensive. Active listening techniques can help with this. If a parent is bothered, you can validate this feeling by saying something like, "I understand that you are bothered by this situation. What can we do to help your child be more successful?" This ensures that the meeting stays focused on the child. Remember that sometimes people just want to feel like they've been heard.

- **Avoid Edu speak and stay out of that ivory tower.**

Avoid acronyms and terms that might confuse non-educators. If you are discussing specific situations such as standardized tests, make sure that you explain all terms to the parents. This will not only ensure that the parents understand but it will also help the two of you relate better.

- **Think about your room setup.**

Try to avoid a situation where you are sitting behind your desk with the parents on the other side. This immediately sets up a barrier and can make parents feel unwelcome. Instead, move to a couple of desks that you've pulled into a circle or onto a table where you can lay out the papers and you can meet more openly with the parents.

- **Be prepared for upset parents.**

While you hope that it won't happen, every teacher has to deal with an irate parent at some point. Remember that the best way to combat this is to keep parents informed every step of the way. Much anger can be avoided if the parents are informed. Sometimes parents are grasping at straws looking for some cause of their child's misbehaviour. It is not uncommon for teachers to be blamed for misbehaviour. If a parent does get irate, don't get excited yourself. Avoid shouting.

Attachment 7

Al Iman College procedures for ensuring staff are aware of the College's expectation in regard to legal requirements and the Code of Conduct for the care and protection of children (Code of Conduct).

1. The College shall endeavour to organize external providers to brief the staff in the area of child protection.
2. Staff must sign acknowledgement of receiving and understanding the Code of Conduct policy
3. Faculty meetings and grade meetings will dedicate at least one meeting a term to matters that concern child protection and code of conduct
4. The policy will be available to all staff in hard copy and on the College website
5. All new staff will be inducted on the College's policies and expectations including Child Protection, Code of Conduct and Attendance Policies in particular
6. Staff who are absent will be provided with an alternative time to be in serviced on the Code of Conduct Policy
7. Regular updates and memos will be distributed to staff as any new information arises
8. Staff who are consistently and regularly absent without any valid justification will be subject to disciplinary action.

ACKNOWLEDGEMENT

I, _____ agree to comply with the terms of the College's Staff Code of Conduct for the Care and Protection of children. I understand that as an employee of Al Iman College I am to conduct myself with professionalism to protect the welfare of students attending Al Iman College. As an employee of Al Iman College, I agree to uphold and support the Islamic ethos of the College and be respectful and courteous in my communications with stakeholders.

Signature of the staff member: _____

Name of the staff member: _____

Date: ____/____/____

Evaluation:

This policy will be reviewed as part of the College' four year review cycle.

Date Implemented	Week 1 – Term 1 – 2016
Approved Authority (Signature and Date)	
Date Reviewed	Week 4 – Term 2 – 2016
Responsible for Review	Leadership Team
Next Review Date	Week 1 – Term 1 – 2018 (or earlier if deemed necessary)