



The Japanese School of Melbourne

Code of Conduct – School Community

If you need help to understand this policy, please contact school office on 03 9528 1978.

The Japanese School of Melbourne (JSM) takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all Child Safety Standards as specified in [Ministerial Order 1359](#).

JSM is committed to the provision of a welcoming, safe, and inclusive environment for all members of the school community. The school recognises the importance of the partnership between its school, parents and carers to support student engagement and wellbeing. JSM share a commitment to, and responsibility for, an inclusive and safe school environment.

Purpose

This Code of Conduct is intended to guide staff and parents/guardians/carers and all members of the school community in recognising and respecting their own rights and responsibilities as well as those of other members of the school community.

This Code of Conduct is intended to:

- Provide standards of behaviour to guide parents/guardians/carers in their interaction with staff, students and other parents
- To make clear the school's expectations as to how parents/guardians/carers conduct themselves when on school grounds, at school activities and events

Scope

This code applies to all JSM parents/guardians/carers and all members of the school community including all staff, and all board members. This Code of Conduct is not limited to the school site and school hours. It extends to all activities and events that are school related.

Rights of all school community members include the following:

- To be treated with respect and understanding
- To have confidentiality respected and maintained
- To receive a timely response to concerns raised
- To be listened to respectfully and communicated with courteously
- To be recognised and valued for the contribution they make to the school
- To enjoy a school community which is free of harassment or discrimination

Responsibilities of all school community members include the following:

- To be aware of, and adhere to, the school's policies and procedures
- To notify the school of any changes or issues at home which may affect a student's learning, behaviour or wellbeing
- To respect the authority of members of staff and to observe school rules as required
- To schedule an appointment when they wish to discuss a concern. Staff are not always able to give their full attention during the school day or when supervising students.
- To follow appropriate school processes to resolve complaints, grievances, or conflict
- To respect diversity in people and their opinions regardless of race, religion, gender, sexual orientation, age or disability.
- To respect school property and the property of all members of the school community
- To behave lawfully on school grounds and observe the terms of family court or other orders if parents are in dispute. It is not the role of staff to mediate on, or become involved in, legal matters involving students

Unacceptable conduct includes the following:

- Under NO circumstances are parents/guardians/carers or any members of the school community to approach or to reprimand students in relation to perceived actions toward their own child; staff are to deal with all disciplinary issues
- Subjecting the school or staff member/s of the school to defamation either through libel (written defamatory statements), or slander (spoken defamatory statements to a third party), including on social media and thereby causing injury or damage to the reputation of the school or to the staff member. A statement is defamatory if it holds the school or staff member up to scorn, hatred, ridicule, disgrace or contempt in the minds of others in the community.
- Engaging in conversations at the school which constitute harassment, discrimination, or defamation or which involve swearing, innuendo, or offensive language
- Using any form of physical or verbal abuse, or threats of physical abuse, at the school or at any school-related activity or event – or using any form of cyber bullying or cyber abuse at any time
- Post photos of other members of the school community on social media without the expressed consent of the person involved
- Sharing email addresses of parents/guardians/carers, staff or students without their expressed consent
- Being present at the school, or at any school-related activity or event, whilst intoxicated by alcohol or under the influence of illicit drugs or other substances
- Smoking or using illicit drugs or other substances on the school premises or school activity or within the immediate environments of the school

Breaches of this Code of Conduct

Parents/Guardians/Carers or any member of the school community, including all staff, who breach this Code of Conduct may be contacted by the Principal. Appropriate action, which may include being banned from coming onto the school grounds or from attending school-based activities or events, will be taken at the full discretion of the Principal.

In accordance with applicable legislation and with the school's policies, the Police and/or Department of Families, Fairness and Housing, or other relevant authorities, will be informed of any unlawful breaches of this Code of Conduct.

In Summary

Parents/guardians/carers or other members of the school community, including all staff, are influential role models and play a formative part in the development of ability of students to interact co-operatively with others and to develop non-judgemental attitudes in respect to those with divergent backgrounds and beliefs. Speaking positively about the school and supporting staff in implementing policies and procedures, including behaviour management practices, will do much to ensure that students' experiences at JSM are both happy and rewarding.

Related school policies and procedures include:

- [Child Safety Code of Conduct](#)

Approval

Created date	May 2026
Consultation	Staff, School board
Endorsed by	School Board
Endorsed on	May 2026
Next review date	November 2026

This policy was drafted in English, and translated into Japanese for reference purposes only. In the case of a difference in interpretation the English version will prevail.