

## POLICY



# CODE OF CONDUCT FOR PARENTS AND VISITORS



**This policy addresses issues in relation to:  
Safe and Supportive Environment – Student Welfare 3.6.2**

*The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards.*

## PURPOSE

A code of conduct for parents and visitors ensures that everyone who visits the school site is able to do so in a safe and harmonious manner and to ensure that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.

Parents and visitors are expected to:

***Report to the Front Office of the School to sign the 'visitors' register and be issued with a visitor's identification lanyard.***

- Treat all persons associated with the school with respect and courtesy
- Ensure their child/children are punctual to class
- Make appointments in advance of expecting to obtain an interview
- Allow staff to supervise, investigate and manage students without interference
- Discuss issues or concerns about the school, staff or students through the correct procedures
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

Please note:

*Staff members are requested to be vigilant about strangers on the premises.*

*Any visitor on the site without a visitor's badge or clear identification should be asked to report to the Front Office AND their presence should be notified to the Principal or Director of Sport.*

*Any staff member who has a doubt about an individual on the School premises should contact the Principal. If the Principal is unavailable, the Director of Sport should be notified.*

## PROCEDURE

Any person contravening this Code of Conduct is advised that the provisions of the "Enclosed Lands Act" Protection Act (1901) and its Amendments will be followed if any of the following occur:

- Actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities:
- Behaviour in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors;
- Use of offensive language (ie swearing) in the presence of students, staff or other visitors to the school;
- Any interruption to the learning environment of the school such as entering classrooms without permission.

### **Approaching the School**

From time to time parents or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of your own child.
- Express concern about actions of other students.
- Enquire about school policy or practice.
- Express concern about actions of staff.

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

These guidelines aim to:

- provide a guide in order that concerns are dealt with in an open and fair manner.
- ensure that the rights of students, staff and parents are respected and upheld.
- support sensitivity and confidentiality.
- help reach an agreed solution.

### **Communication Action for Parents/Carers**

#### Academic Progress

- Directly contact the child's teacher either by note, by phone or at an appropriate time to discuss any issues.

#### Welfare and Care

- For minor issues directly contact your child's teacher to clarify information.
- For more serious concerns, contact the school office. State nature of concern and arrange a suitable time to talk with class teacher or appropriate staff member.
- To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the office.

#### Actions of other students

- Contact the Teacher/coach for a classroom problem.
- Contact the Stage Coordinator or Principal for playground problems.

### School policy or practice

- Contact office. State nature of concern and make an appointment to see the principal and/or appropriate member of staff

### Actions of a staff member

- Contact the teacher directly in the first instance.

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

**Please Note.** No parent should directly approach another person's child. The school will deal with issues between students as part of the school's Behaviour policy.

In very rare cases, where people wishing to express concerns, do so in an aggressive, threatening or violent manner, the principal (or nominee) has the legal authority under the 'Inclosed Lands Act' to:

- direct the person to immediately leave the grounds.
- call the police to remove the person should he/she refuse.
- withdraw future permission (by letter) for the person to enter the grounds without permission of the principal.
- Seek further legal avenues.

### Visitor and Volunteer Helpers

Throughout the school year teachers need volunteers to assist in classrooms, the canteen and around the school in many facets of education.

Parents and other volunteers assisting with activities do so on the understanding that:

A Working With Children Check (Check) is a prerequisite for anyone in child-related work.

Teachers are responsible for the programs operating within the classroom and/or school.

- Teachers are in charge have ultimate responsibility for the safety, welfare and care of the students.
- They accept joint responsibility for children under their care for the duration of the time at school.
- Their conduct and manners should at all times be acceptable and an appropriate model for students.
- They should refrain from smoking in the presence or sight of students – the school is a government non-smoking area.
- They should not consume or have consumed alcohol prior to working with children.
- They should cooperate with teachers in charge to ensure safety and welfare of

students.

- They should sign themselves in and out in the attendance folder in the front office.
- They wear volunteer badge as identification whilst assisting with students.

**Confidentiality is of prime concern. Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher or the Principal.**

Any parent or volunteer helper not fulfilling these requirements may be excluded from the volunteer program.

Parents co-operation is sought and appreciated in maintaining a safe and happy school.

#### **Interactions with the Public and Other Businesses that share/use this site**

1. A detailed map of identifying each business is displayed in each space.
2. Every business on site is aware that a school is present. The school share this site with a preschool, Sunnyfields and Options. There is awareness of the presence of children and people with special needs.
3. The buildings the school occupies are in direct vision of each other. Allowing for cross supervision throughout the school day.
4. Persons not known to the school community are to be questioned by members of staff as to their business on the site.
5. Children are regularly advised not to interact with adults that are not part of the school community. If children are concerned, they need to report directly to an adult.
6. All visitors to the school must sign in at the front office.
7. Students are not allowed out of class unless being actively supervised or with a buddy.
8. If a student must leave class/training for any reason, they are to be accompanied by a buddy seeking permission and checking in with the member of staff upon their return.

Clear communication between the school and CCRDC when maintenance staff is on-sight is imperative. This includes NAISDA with whom we are located in close proximity to.

#### *Related Documents*

*Child Protection*

*Duty of Care*

*Supervision*

*Privacy*

*Risk Management*

*Work Health and Safety*

**Date of Next Review**

**January 2018** or earlier where amendments in legislation require immediate policy reviews