

Condong Public School



Code of Conduct for Parents, Carers & Visitors

CONFIDENTIALITY

All parents, carers and visitors are not to discuss any individual student or personal information they obtain at school with anybody, other than classroom teachers or the Principal.

RATIONALE

The staff of Condong Public School are committed to providing a safe learning environment that enhances the education and social development of our students. The contribution of visiting members of the school community is an integral part of our school and is highly valued.

The Parents, Carers and Visitors Code of Conduct has been developed in accordance with the N.S.W. Department of Education and Training's guidelines and ensures that everyone who visits the school site is able to do so in a safe and harmonious manner and ensures that students, staff, parents, carers and other visitors are not subjected to aggressive, hostile or violent behaviour.

GENERAL PRINCIPLES

It is expected that parents, carers, visitors and volunteers may need to approach the school in order to:

- ✓ discuss the progress, engagement or well-being of their child;
- ✓ express concern about actions of other students;
- ✓ enquire about school policy and practice;
- ✓ engage with in-school activities e.g. Open Day, parades, assemblies, special events, reading, canteen; and /or
- ✓ convey information about change of address, custody details, health issues etc.

PURPOSE

The purpose of this Code of Conduct is to set out the standards of behaviour expected of those who visit the school and to detail the necessary procedures that will help solve issues as soon as possible so that a safe and harmonious school environment is maintained.

CODE OF CONDUCT FOR PARENTS, CARERS AND VISITORS

All parents, carers visitors are expected to:

- ✓ treat all persons associated with the school with respect and courtesy, including the use of appropriate language;
- ✓ ensure their child/children are punctual to class every day;
- ✓ enter the school grounds wearing neat-casual clothing and footwear that conforms to generally acceptable minimum dress code standards required at most public venues. Clothing options that do not comply with this Code of Conduct include but are not limited to: any clothing displaying racist or similarly offensive messages, swimmers and/or bikini tops and clothing that is too short;
- ✓ children, parents and visitors are not to ride bikes, scooters or skateboards in the playground at any time;
- ✓ vacate the school ground when the bell rings at 8.25 a.m.;
- ✓ vacate the school ground promptly and safely when collecting their child/children each afternoon;
- ✓ sign in at the office if assisting in class, the canteen or the library;
- ✓ monitor all preschool children who must stay with the accompanying adult at all times;
- ✓ prior to 8.25 a.m., direct their child to the play area monitored by duty teacher as students are under the supervision of staff if waiting in the school ground until classes commence;
- ✓ ensure that their child/children do not play on the playground equipment before or after school;
- ✓ make mutually convenient appointments to obtain an interview with school staff. Teachers and visiting staff are not available during teaching time, preparation time and lunchtime unless a prior appointment has been made;
- ✓ allow staff to supervise, investigate and manage students without interference;
- ✓ discuss issues or concerns about the school, staff, other parents or students through the correct school procedures, not in public venues or on social media; and
- ✓ follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

PROCEDURES FOR VOLUNTEER HELPERS

Throughout the school year, teachers need volunteers to assist in the classrooms, school programs, P&C initiatives and/or other school initiatives.

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

- ✓ teachers are responsible for the programs operating within the classroom and/or school;
- ✓ teachers have the ultimate responsibility for students under their care for the duration of their time at school;
- ✓ they support the sensitivity and confidentiality of all students;
- ✓ they accept responsibility and supervision for pre-school aged children under their care and for the duration of their time at school;
- ✓ **their conduct and manners should, at all times, be acceptable and an appropriate model for all students;**
- ✓ swearing is not permitted;
- ✓ they should not have consumed alcohol or drugs prior to working with students;
- ✓ dogs are not permitted on school grounds;
- ✓ they should have signed themselves in and out in the 'Visitors Book' at the front office when participating in school activities;
- ✓ they have completed and signed the 'Working with Children Check; including the Prohibited Persons Declaration, available at the office, before undertaking any volunteer/students assistance at the school in the first instance;
- ✓ they report safety concerns, injuries or emergencies to a member of staff; and
- ✓ they minimise noise or disruption to classes whilst on school grounds.

NON-SCHEDULED VISITS TO THE SCHOOL

If you find it necessary to enter the school building/grounds without an appointment, all parents, carers and visitors must follow these procedures.

- ✓ **immediately report to the office and sign in;**
- ✓ if it is necessary for you to drop off your child's/children's lunches or anything else, **please do so at the front office**, parents are requested not to go the bag areas outside their child's/children's classroom/s.
- ✓ If it is necessary for you to pick up your child/children outside of normal morning and afternoon bell times, please sign your child/children out at the front office;

The above “non-appointment” procedures exist to ensure the safety of all children as well as the security of the staff and school property. Of course, common sense must prevail. We would not expect you to follow these procedures when dropping off/picking up students at the usual morning and afternoon designated bell times, for the duration of special school events such as “Open Day” in Education Week, attending special assemblies, or during parent/teacher interviews. During these times, staff will be expecting to encounter parents/carers in certain parts of the school grounds. We ask that parents and carers avoid where possible and minimise the disruption of their child's/children's learning and playtime during the day.

At no time should any parent, carer or visitor directly approach another person's child

This includes speaking in a disciplinary manner to another person's child within the boundaries of the school grounds, in sight of the school grounds as they are approaching or leaving school and/or on school buses transporting students to or from the school grounds.

The Principal, school executive and staff will deal with any school-related issues in sight of the school grounds, as they are approaching or leaving school and/or on school buses transporting students to or from the school grounds, as part of the school's Discipline and Welfare Policy.

INCLOSED LANDS PROTECTION ACT (1901)

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

- ✓ 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 visitors to the school that causes alarm or concern to the students, staff, parents or visitors;
- ✓ use of offensive language in the presence of students, staff, parents of visitors to the school; and/or
- ✓ any interruption to the learning environment of the school such as entering classrooms without permission.

Under the terms of the act, the Principal and/or nominee have the legal authority to:

- ✓ direct the person to leave the ground immediately;
- ✓ call the police to remove the person should they refuse;
- ✓ withdraw future permission (by letter) for the person to enter the grounds without permission of the Principal; and/or
- ✓ seek further legal avenues.

The Crimes Amendment (School Protection) Act can be applied if any of the following offences under the act occur:

- ✓ assault, stalking, harassment or intimidation of staff and/or students on school property without causing bodily harm;
- ✓ assault, stalking, harassment or intimidation of staff or students entering or leaving school property for the purposes of school work or duty;
- ✓ assault staff or students on school property causing actual bodily harm; and/or
- ✓ wounding or inflicting grievous bodily harm on staff or students on school property or when entering or leaving school property.

Under the terms of the act, police have the legal authority to charge a person with a crime carrying penalties of imprisonment.

Your co-operation is vital and is greatly appreciated, so that we all maintain a safe, pleasant and happy learning environment for every student and staff member at Condong Public School, and for families and visitors who visit our school.

