



Aldavilla Public School

Code of Conduct for Parents, Carers & Visitors

RATIONALE

Aldavilla Public School is committed to providing a safe and nurturing learning environment that enhances the education and wellbeing of our students. The contribution of visiting members of the school community is an integral part of our school and is highly valued. Volunteers enrich the school environment and strengthen relationships with community.

The Code of Conduct for Parents, Carers & Visitors has been developed in accordance with NSW Department of Education guidelines and ensures that everyone who visits the school site is able to do so in a safe and harmonious manner.

GENERAL PRINCIPLES

Parents/carers and visitors may need to visit the school in order to:

- Discuss the progress, wellbeing or engagement of their child
- Volunteer for duties e.g. canteen, excursions, reading groups, cooking and gardening
- Express concern over the actions of other students or staff
- Convey information about a change in personal circumstances
- Attend celebratory events e.g. assemblies, presentation days

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 can help to solve issues as soon as possible so that a safe and nurturing environment is maintained.

CODE OF CONDUCT FOR PARENTS / CARERS AND VISITORS

All parents/carers and visitors are expected to:

- Sign in at the office upon arrival at the school
- Communicate with staff to make a mutually convenient time to speak to school staff about any issues that may arise. Teachers and executive are not available during teaching time, lesson preparation time or break times unless a prior appointment has been made
- Allow staff to supervise and manage student incidents without interference
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed
- Discuss issues of concern relating to the school, staff, other parents or students through the correct school channels i.e. making an appointment with the Principal or class teacher. It is not appropriate to air concerns in public venues including social media
- Support the school's high standards in relation to safe, respectful and engaged behaviour

PROCEDURES FOR VOLUNTEER HELPERS

Throughout the school year the school needs volunteers to assist in classrooms, canteen, P&C initiatives and sports programs.

Volunteers assisting with school events and activities do so on the understanding that:

- Teachers are solely responsible for the programs that are operating within their classroom or school
- Teachers have the ultimate responsibility for students under their care for the duration of their time at school
- Visitors are required to support the confidentiality of students

- Visitors are to maintain responsibility and supervision of any pre-school aged children in their care
- Visitors conduct and manners should at all times reflect an acceptable and appropriate model for students
- Smoking is not permitted on school grounds
- Visitors have completed a 'Working with Children Check' before undertaking any volunteer assistance at the school
- Visitors report injuries and/or safety and behaviour concerns to a member of staff
- Visitors minimise disruptions to classes whilst on school grounds

NON-SCHEDULED VISITS TO THE SCHOOL

If parents, carers and visitors need to enter the school grounds without an appointment, they must follow these procedures:

- Immediately report to the school office
- If it is necessary to visit the classroom the office staff will phone ahead to check the location of the class
- If the visitor has not visited the school office in the first instance the teacher will direct the visitor back to the office
- Upon completion of the visit the visitor is required to return to the office to record their exit time from school grounds
- If it is necessary to pick up or drop off children outside of normal school time, children need to be signed in or out of school at the front office
- If it is necessary to drop off lunch or belongings for a child, the parent/carer needs to do at the front office so as not to interrupt learning time in the classroom

AT NO TIME SHOULD ANY PARENT / CARER OR VOLUNTEER DIRECTLY APPROACH ANOTHER PERSON'S CHILD

This includes speaking in a disciplinary manner within the school grounds, in sight of the school grounds or on buses transporting students to or from the school grounds. The Principal, school executive and staff will deal with any school related issues in the above locations, as part of the school's Welfare and Discipline Policy.

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 by the Principal if any of the following occur:

- Actual physical assaults or threatened physical assaults on students, staff, parents or community members on the school site or during the course of school activities
- Behaviour in the presence of students, staff, parents or other visitors that causes alarm or concern
- Use of offensive language in the presence of students, staff, parents and/or other visitors
- 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 their nominee have the legal authority to:

- Direct the person to immediately leave the grounds
- Call the police to remove the person should they refuse directions of staff
- Withdraw future permission (by letter) for the person to enter the grounds without permission of the Principal

YOUR CO-OPERATION IS SOUGHT AND GREATLY APPRECIATED SO THAT WE CAN MAINTAIN A SAFE, RESPECTFUL AND ENGAGING LEARNING ENVIRONMENT AT ALDAVILLA PUBLIC SCHOOL.