

WONGARBON PUBLIC SCHOOL



CODE OF CONDUCT FOR PARENTS, CARERS AND VISITORS



Education
Public Schools



CONFIDENTIALITY IS OF PRIMARY IMPORTANCE

All parents/carer volunteers are not to discuss any information they obtain at school with anybody, other than classroom teachers or the Principal.

RATIONALE

The staff of Wongarbone Public School is 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 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 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 and visitors 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/excursion activities e.g. class/year groups assistance with reading/numeracy; PE etc, following an invitation/enquiry for assistance from staff;
- convey information about change of address, custody details, health issues etc; and/or express concern about actions of staff.

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.

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

CODE OF CONDUCT FOR PARENTS/CARERS AND VISITORS

All parents/carers and 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 everyday;
- 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, beachwear and/or bikini tops;
- not ride bikes, scooters or skateboards in the playground at any time; parents and non-school aged children are not to enter student toilets, but may use the adult toilet;
- vacate the school grounds after escorting their child to the school grounds and directing their child to the play area monitored by the duty teacher as students are under the supervision of staff;
- monitor all pre-school children who must stay with the accompanying adult at all times (this includes any school special event such as Open Days, assemblies, while helping in class etc.).
- 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 an 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 facebook (including not posting photos of students, staff or parents).
- follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed; and
- abide by Dubbo Regional Council's Policy on smoke-free zones by not smoking within 10 metres of all children's play areas and facilities for use of children.

PROCEDURES FOR VOLUNTEER HELPERS

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

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 age children under their care 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;**
- dogs must be on a leash at all times and left outside the school grounds but not obstructing a gate;
- smoking is not permitted on school grounds and they should refrain from smoking in the presence or sight of students;
- they should not have consumed alcohol or drugs prior to working with students;
- they should sign themselves in and out in the attendance folder at Wongarbone Public School's Front Office when participating in school activities;
- they have completed and signed the "Working with Children Check" including the Prohibited Persons Declaration, and provided a copy to the school office before undertaking any volunteer/student 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 without an appointment, all parents, carers and visitors must follow these procedures.

- **immediately report to the office;**
- upon completion of your business, you must return to the office where you are to record your exit time;
- 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; and
- if it is necessary for you to drop off your child's/children's lunches, **please do so 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.

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.

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:

- 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 (i.e. swearing) in the presence of students, staff, parents or other 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 the nominee have the legal authority to:

- direct the person to immediately leave the grounds;
- 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 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 cooperation is sought and greatly appreciated, so that we all maintain a safe, harmonious and happy learning environment for every student and staff member at Wongarbone Public School.