



Code of Conduct: Parents, Carers, Volunteers and Visitors

Purpose

Our school community is committed to developing and providing positive, respectful relationships to enable a productive learning environment which supports the cognitive, emotional, social, physical and spiritual wellbeing of students, staff and visitors.

The Code of Conduct for Parents, Carers, Volunteers and Visitors clarifies the standards of behaviour that are expected at Wamberal Public School. It has been developed in accordance with the NSW Department of Education's policies and guidelines to ensure that everyone who work at or visits our school site is able to do so in a safe and respectful manner and without being subjected to negative, aggressive, hostile or violent behaviours.

Context

The NSW Department of Education believes that the provision of a safe working and learning environment for everyone in its workplaces is an integral and essential part of the responsibilities as a provider of public education.

The values that underpin the work of the Department of Education include **fairness, respect, integrity and responsibility**.

Audience and Applicability

The contributions of visiting members of our school community are a highly valued and integral part of our school.

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

- discuss the progress or welfare of their own child;
- express concerns about the actions of other students;
- enquire about school policy, procedures and practice;
- engage with and support school events, activities and excursions;
- convey information about their own child's change of address, custody details and health issues;
- express concerns about the actions of staff.

When on the school site, parents, carers and volunteers are visitors to our school.

Volunteers, contractors, consultants and committee members must also be aware of the NSW Department of Education's Code of Conduct and must act in accordance with the conduct described within.

The Code of Conduct does not apply to students, however all school students are expected to abide by the Core Rules Student Discipline in NSW Government Schools. Allegations or complaints against students are managed according to our School Discipline Policy.

The Code of Conduct enables our school to provide a safe, respectful workplace for students, employees and visitors.



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At no time are parents, carers or visitors to directly approach another person's child. This includes speaking to another person's child within the boundaries of the school, in sight of school grounds or when school buses are transporting students to and from the school grounds. All concerns about students are to be directed to the appropriate school staff member to manage in accordance with the school's discipline and wellbeing policies.

At all times, information about students, staff or visitors is to be treated confidentially. Any concerns are to be directed to the supervising staff member.

Implementation Procedures: Non-Scheduled Visits to the School

All parents, carers and visitors must:

- report to the front office on arrival;
- sign in, collect a visitor's badge and obtain a site safety briefing if attending a workspace within the school;
- return the visitor's badge and sign out at the front office on departure;
- obtain a 'late arrival' or 'early leaver' partial attendance slip from the front office, before attending their child's classroom when arriving or leaving with their child during school hours; and
- follow staff instructions whilst on site, including requests to obtain a visitor's badge or partial attendance slip.

These procedures do not apply for special school events when a general invitation has been given, such as assemblies and 'open days'.

Implementation Procedures: School Activities

Throughout the school year, volunteers assist in classrooms, school programs, P&C initiatives and other school programs.

Parents, carers, volunteers and visitors do so on the understanding that they:

- complete a Working With Children Check (optional) or Declaration for Volunteers Form (mandatory) and provide it to the school office before volunteering to work with the school in any capacity;
- provide 100 points of identification to the school office for checking with the Department of Education's 'Not To Be Employed' database;
- report to the front office on arrival, sign in and wear a visitor's badge whilst on site;
- return the visitor's badge and sign out when departing the site;
- conduct themselves appropriately and respectfully;
- report any safety concerns, injuries or emergencies to a member of staff;
- minimise noise or disruption to classes.

Parents, carers, volunteers and visitors further acknowledge:

- the school is a non-smoking and alcohol free site;
- school staff are responsible for the programs operating within the classroom and school;
- school staff have the ultimate responsibility for the safety, welfare and care of the students in their care;
- any concerns are to be reported to the supervising staff member;
- confidentiality is of prime importance. All parents, carers, visitors and volunteers are not to share any information about students, staff or visitors other than with the supervising staff member; and
- failure to comply with the Code of Conduct may result in exclusion from any volunteer programs.

Name: Signature: Date: