



Doonside Public School

CODE OF CONDUCT FOR PARENTS, CARERS AND VISITORS

Rationale

At Doonside Public School we are committed to providing a safe learning environment that enhances the physical, educational 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 feel safe at all times.

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;
- ✓ enquire about school policy and practice;
- ✓ engage with in-school/excursion activities e.g. class/year groups assistance with reading/numeracy; Sport etc, following an invitation/enquiry for assistance from staff;
- ✓ convey information about change of address, custody details, health issues etc;
- ✓ undertake voluntary work experience or participate in University practicum experiences;
- ✓ attend assemblies
- ✓ express concern about actions of other students; 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.

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;
- ✓ 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, beachwear and/or bikini tops;
- ✓ vacate the school grounds once students are in the care of a teacher;
- ✓ abide by all emergency directions given over the public address system;
- ✓ sign in at the office and collect a visitor's/volunteer pass if assisting in classrooms or structured outdoor activities;
- ✓ direct their child to a play area monitored by a teacher on duty from 8:30am; students are under the supervision of staff if waiting in the school grounds until classes commence;

- ✓ monitor all preschool children who must stay with the accompanying adult at all times (this includes during school assemblies, any school special event such as Open Days and Carnivals);
- ✓ make mutually convenient appointments to obtain an interview with school staff - teachers and visiting staff are not available during teaching time unless by invitation of the member of staff;
- ✓ allow staff to supervise, investigate and manage students without interference;
- ✓ discuss issues or concerns about the school, staff, other parents or students with the appropriate staff member;
- ✓ follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed;
- ✓ be mindful of busy thoroughfares and do not block the movement of students on walkway and paths;
- ✓ refrain from bringing pets including dogs on the school grounds
- ✓ refrain from riding scooters or bikes into the school grounds

Procedures for Volunteer Helpers

Throughout the school year, teachers need volunteers to assist in classrooms, school programs, performing arts, P&C initiatives (e.g. canteen, Mother's Day Stall), sports programs 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 preschool 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;
- ✓ smoking is not permitted on school grounds and parents should refrain from smoking in the presence or sight of students at the school gates;
- ✓ they should not have consumed alcohol prior to working with students;
- ✓ they sign themselves in and out in the attendance folder at Doonside Public School's front office when participating in school activities;
- ✓ they wear their **SCHOOL VOLUNTEER** or a **VISITOR** badge as identification whilst assisting students;
- ✓ they have completed and signed the Working With Children Check, available at the Roads and Maritime, 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;
- ✓ they minimise noise or disruption to classes whilst on school grounds.

Confidentiality is of utmost importance.

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

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

Non-scheduled Visits to the School

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

- ✓ immediately report to the office;
- ✓ if it is necessary for you to visit your child's classroom or another part of the school, please sign-in at the front office and collect a visitor's badge;
- ✓ if you are not wearing a visitor's badge, the teacher will direct you to the office;
- ✓ upon completion of your business, you must return to the office where you are to record your exit time and return your visitor's badge.
- ✓ if it is necessary for you to pick up your child/children prior to 3pm please collect an early leavers pass at the front office and take the pass issued to the class teacher when collecting your child/children;
- ✓ if you are bringing your child/children to school after 9am please collect a late arrival pass at the front office for your child/children to take to his/her/their teacher;

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 parent/teacher interviews. During these times, staff will be expecting to encounter parents/carers in certain parts of the school grounds. Should you wish to take your child/children home after one of these special events you are required to follow the above procedures for early leavers.

Please Note:

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

This includes speaking 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;
- ✓ 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;
- ✓ withdraw future permission (by letter) for the person to enter the grounds without permission of the Principal;
- ✓ seek further legal avenues.

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 Doonside Public School.