



CODE OF CONDUCT FOR PARENTS, CARERS and VISITORS

Rationale

The staff of Woy Woy Public School is committed to providing a safe learning environment that enhances the physical, educational and social development of our students. We are a diverse school encompassing a Preschool, Disabilities Programs classes, seventeen mainstream classes and a Schools as Community Centre. The contribution of visiting members of the school community is an integral part of our school and is highly encouraged and valued.

The Code of Conduct for Parents, Carers and Visitors has been developed in accordance with the NSW Department of Education guidelines. It is designed to ensure that everyone who visits the school site is able to do so in a safe and harmonious manner and that students, staff, parents, carers and other visitors are not subjected to aggressive, hostile or violent behaviours.

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.

Responsibility

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

- discuss the progress, engagement or wellbeing of their child
- express concern about actions of other students
- enquire about school policy and practice
- engage with classroom activities e.g. assisting with changing home readers, reading with students, helping in the kitchen or garden etc, following an invitation or request for assistance from staff
- convey information about change of address, custody details, health issues etc.

Guidelines for the Code of Conduct for parent, carers

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 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)

- vacate the school grounds once classes commence and after school finishes for the day
- sign in for a visitor's pass from the office if assisting in class, canteen, the library, computer room etc

- direct their child to the play area monitored by duty teacher as students are under the supervision of staff if waiting in the school grounds until classes commence
- monitor all pre-school children who must stay with the accompanying adult at all times (this includes at any school special event such as Open Days and P&C Discos)
- make mutually convenient appointments to obtain an interview with school staff (Teachers and visiting staff are not available during teaching time)
- 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
- follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

Guidelines for volunteer helpers

Throughout the school year, teachers need volunteers to assist in classrooms, school programs, performing arts, P&C initiatives and fund raising activities (eg Mothers' and Fathers' Day stalls), 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 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
- 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 prior to working with students
- they should sign themselves in and out in the visitor's folder at Woy Woy Public School's front office when participating in school activities
- they wear a 'School Volunteer' Or 'Visitor' badge as identification whilst assisting students
- they have completed appropriate "Working with Children Check" documentation before undertaking any volunteer/student assistance at the school inside a classroom
- they report safety concerns, injuries or emergencies to a member of staff
- they minimise noise or disruption to classes whilst on school grounds
- for safety reasons, children are not allowed to enter or work in the canteen. Closed in shoes are to be worn inside the canteen at all times.

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

Confidentiality is of primary importance. All parents/carers or volunteers are not to discuss any information they obtain at school with anybody, other than classroom teachers or the Principal.

Guidelines for non-scheduled visits to the school

If you find it necessary to enter onto the school grounds after 9:00am and before 2:30pm 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, please sign-in at the front office and collect a visitor's badge
- if you are not wearing a volunteer or 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 outside of normal morning and afternoon bell times, please obtain a partial absence slip from the front office and take this with you to the class teacher when collecting your child/children.

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. Parents/carers are not expected 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, when 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.

Please Note:

**At no time should any parent, carer or visitor
directly approach another person's child about school related
issues, student discipline or student wellbeing matters.**

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.

Possible consequences for contravening this Code of Conduct

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.

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 of staff or students on school property causing actual bodily harm
- 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 sought and greatly appreciated, so that we all maintain a safe, harmonious and happy learning environment for every student, parent and staff member at Woy Woy Public School.

Endorsed by Staff and Ratified by P&C on 06 / 12 / 2017

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