



# TOMAREE PUBLIC SCHOOL

## Code of Conduct for Parents and Visitors

(Revised and updated March 2016)

### Aims:

- To ensure all visitors to the school conduct themselves in an appropriate manner
- To ensure that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.
- To ensure the rights of students, teachers and parents are respected and upheld

Parents and visitors to the school are expected to:

- treat all persons associated with the school with respect and courtesy
- observe the no smoking legislation on school grounds
- make appointments in advance rather than expecting to obtain an interview immediately
- leave the grounds if requested by the Principal or nominee
- allow staff to supervise, investigate and manage students without interference
- discuss issues or concerns about the school, staff or students through the correct procedures (included in this document)
- follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.
  - All visitors and volunteers must sign in at the front office, read the emergency procedures, obtain a badge and sign out at the conclusion of visit. Visitors to school must return their badge. Volunteers may keep their own badge.
  - Canteen volunteers also need to sign in and out at the office.
  - School functions involving large numbers of visitors, such as presentation days, Grandparents day, school concerts, open days and the like, as well as after hours meetings such as P&C are excluded from signing in procedures
  - Parents do not need to sign in to drop off students at the beginning of the school day or pick up students at the end of the school day.

Parents and visitors must never approach, reprimand or deal with a student who is not their own. Any concern or issues must be referred to school staff to resolve in accordance with the school's Welfare and Discipline Policies.

Volunteers are also expected to be outstanding role models for all students

- work under the professional direction of staff, following school policies
- speak in a kind and friendly way to all students and staff
- maintain confidentiality
- report any issues of concern to teachers (and not directly intervene)
- keep a safe and professional distance from all students

## **Inclosed Lands Legislation**

Failure to abide by this Code of Conduct, or when any of the following occur, will lead to the provisions of the *Inclosed Lands Protection Act (1901) and its Amendments* being implemented by the Principal or nominee.

- 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 a manner 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
- Persistent interruptions to the learning environment of the school such as entering classrooms without permission
- Persistent entry to the school site without permission or legitimate reason.

Under the terms of the Act, the Principal (or nominee) has the legal authority to:

- direct the person to immediately leave the grounds
- call the police to remove the person should he/she refuse
- restrict or withdraw future permission (by letter) for the person to enter the grounds without permission of the principal
- seek further legal avenues

## **Approaching the School**

From time to time parents or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of their own child
- Express concern about actions of other students
- Enquire about school policy or practice
- Express concern about actions of staff

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

These guidelines aim to:

- provide a process for dealing with concerns in an open and fair manner.
- ensure that the rights of students, teachers and parents are respected and upheld.
- support sensitivity and confidentiality.
- help reach an agreed solution

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

NB No parent should directly approach another person's child. The school will deal with issues between students as part of the school's Discipline and Welfare policy.

<b>CONCERN</b>	<b>APPROPRIATE ACTION</b>
The academic progress of own child	<ul style="list-style-type: none"> <li>• Directly contact the child's teacher either by note, by phone or in person to arrange a suitable time to discuss any issues.</li> </ul>
The welfare of own child	<ul style="list-style-type: none"> <li>• For minor issues directly contact your child's teacher to clarify information.</li> <li>• For more serious concerns, contact office. State nature of concern and arrange a suitable time to talk with class teacher or appropriate staff member.</li> <li>• To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the office.</li> </ul>
Actions of other students	<ul style="list-style-type: none"> <li>• Contact the class teacher for a classroom problem.</li> <li>• Contact the stage supervisor or principal for playground problems.</li> </ul>
School policy or practice	<ul style="list-style-type: none"> <li>• Contact office. State nature of concern and make an appointment to see the principal and/or appropriate member of staff.</li> </ul>
Actions of a staff member	<ul style="list-style-type: none"> <li>• Contact the office and state concerns to the principal.</li> </ul>
Actions of other parents at the school	<ul style="list-style-type: none"> <li>• Contact the office and state concerns to the principal.</li> </ul>

Your co-operation is sought in maintaining a safe and happy school. Parent involvement is always valued and appreciated by staff, students and the community.

Developed by School Council 2007 and accepted by School Staff November 2007.

Updated in consultation with the P&C March 2016.