

# CODE OF CONDUCT FOR PARENTS, CARERS and VISITORS

## Charlestown Public School

Endorsed by Staff and P&C: **March 2020**  
Next Review: **March 2022**

### RATIONALE

The staff of Charlestown Public School is 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 Code of Conduct for Parents, Carers and Visitors has been developed in accordance with the NSW Department of Education guidelines. This 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 behaviours.

This policy is to be read in conjunction with the [Community Access Procedures 2016](#) and the [School Community Charter 2019](#).

### 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 procedures 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;
- 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 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;
- 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 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.

## **PROCEDURES FOR VOLUNTEER HELPERS**

Throughout the school year, teachers need volunteers to assist in classrooms, school programs, performing arts, P&C initiatives (eg Mother's Day Stall) and 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 attendance folder at Charlestown 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 and signed the "Working with Children Check" including the Prohibited Persons Declaration, available at the 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;
- 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.

**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.**

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 building 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 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 go to the front office to obtain a printed absence slip 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. 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.

**Please Note:**

**At no time should any parent, carer or 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.

**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;
- 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.

**This policy works in conjunction with the School Community Charter which is attached on the following page.**

**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 Charlestown Public School.**



# School Community Charter

 **Collaborative. Respectful. Communication.**

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

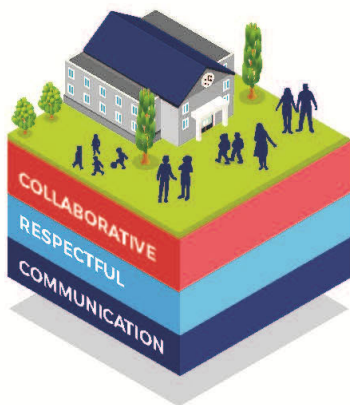
We treat each other with **respect**

## What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 – 2022.



## Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- To be welcomed into our schools to work in partnership to promote student learning.
- Communication from school staff will be timely, polite and informative.
- Professional relationships with school staff are based on transparency, honesty and mutual respect.
- To be treated fairly. Tolerance and understanding are promoted as we respect diversity.

We **prioritise** the wellbeing of all students and staff

**Unsafe behaviour** is not acceptable in our schools

We work **together** with the school

**Ensuring respectful learning environments for all members of NSW Public Schools communities.**

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We create **collaborative** learning environments

We all play **our part**

We work **in partnership** to promote student learning

### Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

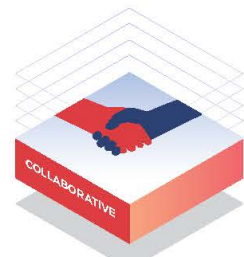
Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process:  
[education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students](http://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students)

### Respectful communication is a right

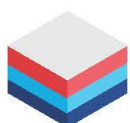
In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.



#### Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



**Collaborative.**  
**Respectful.**  
**Communication.**

**School Community Charter**

[education.nsw.gov.au](http://education.nsw.gov.au)