**KORORO PUBLIC SCHOOL**

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**CODE OF CONDUCT**

**PARENTS AND VISITORS**

The staff of Kororo 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 Parents, Carers and Visitors Code of Conduct has been developed in accordance with the N.S.W. Department of Education and Community’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 are not subjected to aggressive, hostile or violent behaviours.

**General Principles:**

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.

**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;
* sign in for a visitor’s pass from the office if assisting in the school;
* 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; and
* follow Stage Government laws with regard to non smoking areas, consumption of alcohol, being intoxicated, under the influence of prohibited substances or using offensive language in the presence of students, staff or visitors.

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 policy and practice;
* engage with in-school/excursion activities e.g. class/year groups assistance with reading/numeracy; P.E. etc, following an invitation/enquiry for assistance from staff;
* convey information about change of address, custody details, health issues etc; or
* express concern about the alleged actions of staff or volunteers.

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| **CONCERN – relating to:** | **APPROPRIATE ACTON** |
| Change of contact details, address etc | * To convey information, please contact the office in the first instance. Custody details may require an arranged meeting. |
| Academic progress of your child | * Directly contact your child’s teacher by note, phone or person to arrange a suitable meeting time. |
| Welfare of my child | * For minor issues, directly contact your child’s teacher. * For more serious concerns, contact the Deputy or Principal. A time for a three way meeting can be arranged. |
| The actions of other students. | * Contact the class teacher for a classroom problem. * Contact the Deputy or Principal for more serious playground problems or travel issues. |
| School policy or practice | * Contact the office. Briefly give the nature of your concern and make an appointment to see the Deputy or the Principal |
| Alleged actions of a staff member | * Please contact the Principal and give your concerns. A course of action will be discussed. |

**Social Media and Information Technologies.**

Despite the seemingly unregulated nature of social media, the regulations and laws of the written world also apply online. Postings online (and similarly in email or text messages) are subject to the law in areas like defamation, racial discrimination, intimidation, breach of copyright and trademark infringement. It is not appropriate for parents and the community to utilise emails, texts or social media sites to denigrate the school or staff members. Please be aware that defamation laws can apply without the use of a person’s name, if that person is identified by position or role in the school.

*Defamation: Any intentional false communication, either written or spoken, that harms a person's reputation; decreases the respect, regard, or confidence in which a person is held; or induces disparaging, hostile, or disagreeable opinions or feelings against a person.*

Please address your concerns or opinions in an appropriate and respectful manner, enabling staff to address the issues in an informed approach.

On the rare occasion where people wishing to express concerns do so in an aggressive, threatening or violent manner, The Principal (or nominee) has the legal authority and capacity to:

* Direct the person to immediately leave the school grounds.
* Call the Police to remove the offender should he/she refuse to do so.
* Issue an warning under the Inclosed Lands Act or in the case of a repeat incident, issue an Inclosed Lands Act file with the Police, prohibiting entry to the school grounds for any reason for a school nominated period of time.
* Seek further legal advice and avenues, including restraining orders or prosecution

**Procedures for Volunteer Helpers**

Throughout the school year, teachers need volunteers to assist in classrooms, school programs, performing arts, P&C initiatives 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;
* their conduct and manners should at all times be an appropriate model for all students;
* they should sign themselves in and out in the attendance folder at Kororo Public School’s front office when participating in school activities;
* they wear a **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;

**Confidentiality is of primary importance.**

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

**Please Note:**  **At no time should any parent, carer of visitor directly approach another person’s child.**