



Code of Conduct & Excursion Procedures for Parents, Carers, Visitors and Volunteers

Tharawal Primary School is more than a primary school. It is a community hub which encourages and supports all parents and carers to be actively involved in the education of their child and extends that welcome to all visitors, volunteers and friends of Tharawal. The Code of Conduct clearly outlines expectations around the behaviour, communication and responsibilities of all parents, carers, visitors and volunteers. One of the best ways children learn appropriate behaviour is through example and so it is important that parents/carers, visitors and volunteers display appropriate behaviour to create a positive environment where everyone is valued. Entry to Tharawal Primary School depends on compliance to this code.

The Code of Conduct ensures that everyone who visits the school site is able to do so in a safe and friendly manner. It also protects students, staff, parents and other visitors from aggressive, hostile, bullying or violent behaviours.

Approaching the school

Parents, carers, visitors and volunteers may need to approach the school in order to:

- Discuss the progress or wellbeing of your own child;
- Express concern about the actions of other students;
- Express concern about the actions of other parents, volunteers or members of the public;
- Enquire about school policy and practice;
- Engage with in-school/excursion activities; assistance with reading/numeracy 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.

It is therefore necessary to have procedures that will help address queries and solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together. There may be occasions when concerns cause frustration or anxiety. At such times it is important to organise a time to talk with school staff in an unhurried, calm and confidential atmosphere.

The following table outlines appropriate actions:

Concern or enquiry	Appropriate action
Discuss the progress or wellbeing of your own child.	<ul style="list-style-type: none">• Contact the office to arrange an appropriate time to discuss concerns with the child's teacher or send a note directly to the class teacher informing them of the concern or requesting a telephone or face to face appointment.• For more serious concerns, contact the office and state the nature of the concern. The office will refer you to the appropriate staff member.
Express concern about	<ul style="list-style-type: none">• Contact your child's class teacher in the first instance

the actions of other students.	<ul style="list-style-type: none"> • Contact the stage supervisor (Assistant Principal) for playground or continuing problems
Express concern about the actions of other parents, volunteers or members of the public.	<ul style="list-style-type: none"> • Contact the Principal and report the concern. The Principal will advise on the appropriate action
Enquire about school policy and practice.	<ul style="list-style-type: none"> • Contact office and state nature of the enquiry and make an appointment to see the Principal and/or appropriate member of staff
Convey information about change of address, custody details, health issues etc.	<ul style="list-style-type: none"> • Contact the office
Express concern about actions of staff.	<ul style="list-style-type: none"> • Contact the teacher directly in the first instance • For more serious concerns contact the Assistant Principal or Principal

All parents, carers, visitors and volunteers are expected to:

- Treat all persons associated with the school with respect and courtesy;
- Ensure their child/children are punctual to class and are picked up on time at the end of the day;
- Make appointments in advance rather than expecting to obtain an interview immediately;
- Sign in for a visitor's pass from the office if assisting in class, canteen, the library etc.;
- Monitor all pre-school children who must stay with the accompanying adult at all times (this includes any school special event such as Open Day, and P&C fundraisers);
- Allow staff to supervise, investigate and manage students without interference;
- Discuss issues or concerns about the school, staff or students through the correct procedures;
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed;
- Refrain from making inappropriate or defamatory remarks on social media about the school or its members;
- Refrain from entering the children's toilets.

Please note: No parent or carer is permitted to approach another person's child.

The school will deal with issues between students as part of the school's Discipline and Welfare procedures.

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 in the presence of students, staff or other visitors to the school
- Any interruption to the learning environment of the school such as entering classrooms without permission

The Principal (or nominee) has the legal authority under the Inclosed Lands Act to:

- Direct the person to immediately leave the grounds.
- Call the police to remove the person should he/she refuse.
- Withdraw future permission (by letter) for the person to enter the grounds without the approval of the Principal.
- Seek further legal avenues.

ALL SCHOOLS ARE PROTECTED BY THE INCLOSED LANDS PROTECTION ACT OF 1901 AND ITS AMENDMENTS

Procedures for volunteer helpers within the school grounds

Throughout the school year teachers need and appreciate volunteers to assist in classrooms, the canteen, the library and around the school in many facets of education. Parents, carers and other volunteers assisting with activities do so on the understanding that:

- Teachers are responsible for the programs operating within the classroom and/or school.
- Teachers are in charge and have ultimate responsibility for the safety, wellbeing and care of the students.
- Their conduct and manners should at all times be acceptable and an appropriate model for students.
- They should refrain from smoking in the presence or sight of students – the school is a government non-smoking area.
- They should not consume or have consumed alcohol prior to working with children.
- They should cooperate with teachers in charge to ensure safety and wellbeing of students.
- They should sign themselves in and out in the attendance book at the office.
- They wear a visitor's badge as identification whilst assisting with students.
- **They need to complete a *Working with Children Check – Declaration for Volunteers and Contractors (Appendix 5)* and provide this declaration, along with Proof of Identity that meets the 100 – point check to the office.**
- They report safety or wellbeing concerns, injuries or emergencies to a member of staff.
- They minimize noise or disruption to classes whilst on school grounds.
- Confidentiality is paramount.
- All volunteers are to refrain from discussing any information they obtain at school with anybody, other than the classroom teacher or the principal.

Any volunteer not fulfilling these requirements may be excluded from the volunteer program.

Procedures for volunteer helpers on excursions

Throughout the school year teachers may need volunteers to assist on school excursions. Parents, carers and other volunteers assisting with activities do so on the understanding that:

- Teachers are responsible for the program.
- Teachers are in charge and have ultimate responsibility for the safety, well-being and care for all students whilst on the excursion.
- Their role is to assist and supervise a small group of students.
- Their conduct and manners should at all times be acceptable and an appropriate model for students.
- They will not purchase food/drinks or gifts for the group they supervise.
- Understand they cannot bring other children such as toddlers or pre-schoolers along.

- They will not upload any photos of the excursion onto their social media pages unless the images are exclusively of their own child.
- They should refrain from smoking in the presence or sight of students
- They should not consume or have consumed alcohol prior to working with children.
- They should cooperate with teachers in charge to ensure safety and wellbeing of students.
- **They need to complete a *Working with Children Check – Declaration for Volunteers and Contractors (Appendix 5)* and provide this declaration, along with Proof of Identity that meets the 100 – point check to the office prior to the excursion.**

Parent Selection Process

- When it appears that an excursion will require additional adult assistance, the school will advertise this on a note.
- Often the number of parents that can be accommodated on an excursion is limited by the seats on the bus, adult: child ratio entry restrictions to the excursion venue.
- Priority will be given to a parent with a particular expertise in the excursion Key Learning Area – eg Scientist to Science excursion.
- Teachers will put the notes returned by the due date into a box and draw at random the extra parents to attend. This will happen in front of the class.
- Parents of students with additional needs may need to attend to help support their child who may require an adjustment to allow participation.

Your cooperation is greatly appreciated in making our school a safe and harmonious learning environment and workplace.

This Code of Conduct is endorsed by the Tharawal Primary School P&C