

Melaleuca Park Primary School

Our vision: that everyone will achieve their potential as learners.



Parents, Carers, Visitors and Volunteers Code of Conduct



Government of South Australia
Department for Education

Developed and endorsed by Governing Council May 2021

Rationale

Melaleuca Park Primary School has a commitment as an educating community to involve children, parents/caregivers and teachers as active participants in learning growth and development. The *Parent, Carer, Visitors and Volunteers Code of Conduct* is a part of our Behaviour Code and is intended to ensure mutual understanding of our expectations.

This also ensures that students, staff, parents/care givers and visitors to our school community are welcomed in to a safe and supportive environment.

Guidelines

Parents, caregivers, visitors and volunteers

Parents, care-givers, visitors and volunteers may need to approach the school in order to:

- Discuss the progress or welfare of your own child.
- Express concern about the actions of other students.
- Enquire about school policy and practise.
- Engage with in-school/excursion activities; assistance with reading/numeracy/learning; following an invitation/enquiry for assistance from staff.
- Convey information about change of address, custody details, health issues etc.
- Express concern about school matters or discuss a grievance.
- Attend assemblies and other school activities.

There may be occasions when concerns cause frustration and anxiety. At such times it is important to organise a time to talk with staff in an unhurried and confidential atmosphere.

All parents, care-providers, visitors and volunteers are expected to:

- Treat all persons associated with the school with respect and courtesy;
- Ensure your child/children are punctual to class;
- Sign in at the office when visiting and volunteering at the school other than for school events (including parents/caregivers on school grounds between 9:00am and 3:10pm);
- All parents and volunteers are expected to COVID Safe Check-In at the front office when entering the school.
- If you are unwell avoid spreading infections to others by staying home.
- Show respect for students' learning by not entering classes or interrupting learning time without prior arrangements;
- Monitor all pre-school children who must stay with the accompanying adult at all times (this includes any school events);
- Make appointments to obtain an interview or meeting with members of staff;
- Allow staff to supervise, investigate and manage students without interference;
- Discuss issues/concerns about the school, staff or students using correct procedures;
- Avoid aggressive, hostile and/or violent interactions with others on school grounds;
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

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No Parent/Carer is permitted to directly approach another person's child.

The school has responsibility for managing issues between students as part of the school's Behaviour Code and associated policies. Parents and Caregivers who are unhappy with the school's response must follow the Grievance Procedure and make an appointment to speak with the staff member concerned. Further concerns should be raised with the principal. In the event that there are ongoing concerns parents may contact the Department for Education Parent Complaints Unit.

In cases where people express concerns in an aggressive, threatening or violent manner, the Principal has the authority to:

- Direct the person to immediately leave the grounds.
- Call the police to remove the person should he/she refuses or returns within a 24 hour period.
- Withdraw future permission (by letter) for the person to enter the grounds without permission of the Principal.
- Seek further legal avenues.

Pursuant to Regulation 6(3) of the *Education Regulations 2012 (SA)*, a person is deemed to have misbehaved on school premises or premises used in connection with a school if the person, while on the premises:

- a) uses offensive language; or*
- b) puts or threatens to put at risk the safety or welfare of another person; or*
- c) behaves in an offensive, disorderly, intimidating or violent manner or threatens to behave in such a manner.*

Procedures for Volunteer Helpers

Throughout the school year teachers need and welcome volunteers to assist in the school.

Parents and other volunteers assisting with activities do so on the understanding that:

- Teachers are responsible for the programs operating within the classroom/school.
- Teachers are in charge and have ultimate responsibility for the safety, welfare 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/welfare of students.
- They should sign themselves in and out in the attendance book at the front office, or LAP Room (if attending the LAP program).
- They wear a visitor's badge as identification whilst assisting students.
- They should complete and provide the front office copies of the **WWCC** (Working With Children Check, please see the front office for the WWCC requirements) and **RAN** (Responding to Abuse and Neglect) training.
- They report safety concerns, injuries or emergencies to a member of staff.

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- They are not permitted to discuss information obtained at school with anybody, other than classroom teachers or the principal. Confidentiality is paramount.

Any Parent/Carer not fulfilling these requirements may be excluded from the volunteer program. Your cooperation is greatly appreciated in making our school a safe and harmonious place.