



CARINGBAH PUBLIC SCHOOL

Parent/Carers, Visitors and Volunteers Policy

Caringbah Public School is a community school and aims to support all parent/caregivers in the education of their son/daughter. The Parent/Caregiver, visitors and volunteers Code of Conduct is intended as a guideline to ensure mutual understanding of our expectations. Please read carefully as you may be asked to sign your name as part of the school induction to ensure your understanding of and agreement to this code.

One of the best ways children learn appropriate behaviour is through example and so it is important that parents/caregivers, visitors and volunteers display appropriate behaviour to create a positive environment where everyone is valued.

This code of Conduct also ensures that everyone who visits the school site is able to do so in a safe and friendly manner. It also ensures that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.

Parents/Caregivers, 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 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.

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

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

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

In very rare cases where people wishing to express concerns do so in an aggressive, threatening or violent manner, 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 permission of the Principal.
- Seek further legal avenues.

Code of Conduct for Parents/Carer, Visitors and Volunteers.

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;
- 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 Days and P&C discos);
- Make appointments in advance of expecting to obtain an interview;
- Allow staff to supervise, investigate and manage students without interference;
- Discuss issues or concerns about the school, staff or students through the correct procedures; and
- 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, the canteen and around the school in many facets of education.

Parents 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, 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 nonsmoking 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 welfare of students.
- They should sign themselves in and out in the attendance book at Caringbah Public School's front office.
- They wear a visitor's badge as identification whilst assisting with students.
- They should complete ***Working with Children Check – Declaration for Volunteers and Contractors***. Once the person has completed and provided this declaration, along with Proof of Identity that meets the 100 – point check. (available from the front office).
- They report safety concerns, injuries or emergencies to a member of staff.
- They minimize noise or disruption to classes whilst on school grounds.

Confidentiality is of prime importance

All Parents/Carer volunteers are not to discuss any information they obtain at school with anybody, other than classroom teachers or the principal.

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.

**This Policy is endorsed by the P&C
February, 2014**