

GLENHAVEN PUBLIC SCHOOL



CODE OF CONDUCT FOR VISITORS & VOLUNTEERS



Education

GLENHAVEN PUBLIC SCHOOL
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Code of Conduct for Visitors

Rationale:

Glenhaven Public School acknowledges and appreciates any support afforded to it by volunteers. We greatly value the support of the school community in providing an excellent education for our students. Throughout the school year, volunteers will be requested to assist in classrooms, with sport, at special events, on excursions or around the school in the many aspects of school life.

Volunteers contribute significantly to the resources available at our school and deserve recognition, guidance and support. If the school requests specific support to run supplementary programs for students, training will be available for all volunteers before commencing their involvement.

Aim:

A code of conduct for parents and visitors ensures that everyone who visits the school site is able to do so in a safe and harmonious manner to ensure that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.

This policy aims to ensure volunteers carry out tasks in a manner consistent with school expectations, including the maintenance of a professional, cooperative and confidential working environment.

Expectations:

Parents and visitors are expected to:

- Treat all persons associated with the school with respect and courtesy
- Ensure their child/children are punctual to class
- 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
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.
- Visit the office not classrooms when your child/children is departing school grounds early or arrives late to school

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 or other visitors to the school;
- Any interruption to the learning environment of the school such as entering classrooms without permission.

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
- They accept joint responsibility for children under their care for the duration of the time at school
- 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, or be under the influence of any drug 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 folder at Glenhaven Public School's front office
- They wear a visitor badge as identification whilst assisting with students
- They should provide the office with a current Working with Children Check documentation or number (WWCC) before commencing any volunteer work
- They should not be in possession of a weapon or something that could be perceived as a weapon such as knives, guns, pocket knives, etc.

Confidentiality:

Confidentiality is of prime concern. Parents and volunteers are in a position of trust and should not discuss with any other parent, child, friend or neighbor any information concerning students, staff or any other parent. If parent helpers/volunteers have a concern or issue, they are encouraged to raise this concern with the most appropriate member of school staff. At no time is a volunteer permitted to film or photograph any child without the express consent of the supervising teacher and should only be carried out for educational purposes. Filming or photographing any child without prior consent will be considered a serious breach of confidentiality.

As schools are mandatory reporters with Community Services (formally DOCS), any disclosures by students made to parents and volunteers must be reported to the Principal or nominee immediately.

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