



CANTERBURY PUBLIC SCHOOL

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Code of Conduct Parents, Carers, Volunteers and Visitors

Canterbury Public 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 Canterbury.

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 positive role models, and so it is essential that parents, carers, visitors and volunteers display appropriate behaviour to create a positive environment where everyone is respected. Entry to Canterbury Public School depends on compliance to this code.

The Code of Conduct ensures that anyone who visits the school site is able to do so in a safe and friendly manner. In addition, this code protects students, staff, parents and other visitors from aggressive, hostile, bullying or violent behaviours whilst on school grounds.

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, practice or procedure;
- 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.; or
- Express concern about actions of staff.

It is therefore necessary to have procedures in place that will help address queries and solve problems should they arise, which will ensure that Canterbury Public School remains a safe and harmonious environment for the whole community. The best results usually flow from working together; however, there may be occasions when concerns cause frustration or anxiety. At such times, it is important to organise a suitable 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 your child's class teacher to request a telephone call 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 the actions of other students	<ul style="list-style-type: none">• Contact your child's class teacher in the first instance• Contact the assistant principal assigned to your child's stage if the situation requires further action
Express concern about the actions of other parents,	<ul style="list-style-type: none">• Contact the office to request a telephone call or face to face appointment with the principal who will advise on the appropriate action

volunteers or members of the public	
Enquire about a school policy, practice or procedure	<ul style="list-style-type: none"> ● Contact the office and state nature of the enquiry. Make an appointment to see the principal/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 the actions of staff	<ul style="list-style-type: none"> ● Contact the staff member directly in the first instance ● If the concern is not resolved, contact the assistant principal ● For more serious concerns contact the principal
Enquire about the P&C's extra-curricular programs or about joining the P&C	<ul style="list-style-type: none"> ● Contact the office or P&C. Class parents are reminded to seek approval from P&C on communication relating to whole school correspondence.
Express concerns about the actions of members of the P&C or staff employed by the P&C	<ul style="list-style-type: none"> ● Contact the P&C president ● For more serious concerns contact the principal

All parents, carers, visitors and volunteers are expected to be exemplary models to children and as such will:

- Treat all persons associated with the school with respect and courtesy;
- Ensure their child/children are punctual to class and maintain high attendance;
- Make appointments in advance of expecting to obtain an interview;
- Sign in for a visitor's pass from the office if assisting in class, canteen, the library etc. or on site during school hours;
- Monitor 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);
- Interact in a positive, respectful and calm manner towards one another at all times;
- Refrain from contacting teachers both before and after student reports are issued in an attempt to influence or change a child's report grade or comment;
- Allow staff to supervise, investigate and manage students without interference;
- Discuss issues or concerns about the school, staff or students through the correct procedures;
- Refrain from making inappropriate or defamatory remarks on social media about the school or its members;
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed;
- Adhere to the Smoke-free Environment Act 2000, which states that smoking is banned within 4 metres of a pedestrian entrance to or exit from schools in NSW. This law is called the '4 metre law';
- Refrain from entering the children's toilets. An adult toilet is available outside the staffroom (B Block)

Please note: No parent or carer is permitted to approach another person's child. The school is responsible for addressing any issues between students as part of the school's Discipline and Welfare policy. 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 or intimidatory language or verbal abuse towards, or 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 any persons to immediately leave the grounds;
- Call the police to remove the a 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 to ensure the wellbeing of teachers and students.

Please be aware that all schools are protected by the 'Inclosed Lands Protection Act 1901' and Amendments

Procedures for volunteer helpers

Throughout the school year, teachers appreciate volunteers to assist in classrooms, 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 an appropriate model to all students;
- They will refrain from smoking in the presence or sight of students and understand that 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 must sign themselves in and out in the attendance book located in the 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 (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 minimise 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.

Dogs on site

To improve safety and comfort of the students and visitors to the school, Canterbury Public School has a No Dogs Allowed policy. It is unlawful for dogs (Companion Animal Act 1998), leashed or unleashed, to be on school grounds, unless they are assistance dogs, security patrol dogs or police dogs. Thank you for your cooperation and understanding.

Your cooperation is greatly appreciated in making our school a safe and harmonious learning environment and workplace. This Code of Conduct was endorsed by the Canterbury Public School P&C, November 2018.