



# SORRENTO PRIMARY SCHOOL

## *Codes of Conduct*

### *Parents, Carers and Volunteers*

#### **RATIONALE**

At Sorrento Primary School we value diversity and inclusion and have mutual respect for one another. We support each other with care and consideration and value open and honest communication, promoting meaningful partnerships with parents and the wider community to support student achievement.

#### **AIMS:**

Parents and carers play a critical role in successful learning and the promotion of positive partnerships between home and school. Through their conduct in the school setting, parents have an opportunity to support and reinforce the school values of mutual respect, care and consideration, and open and honest communication.

#### **GUIDELINES AND PROCEDURES- RIGHTS AND RESPONSIBILITIES**

##### **Parents/carers have the right to:**

- Participate in a safe and secure environment
- Access staff at convenient, mutually-agreed times
- Be informed about their child's educational progress and behaviour
- Report issues or incidents of concern involving their child
- Be heard and treated with respect by all members of the school community
- Receive a timely response to any concern raised

##### **Teachers/Staff have the right to:**

- Work in a safe and secure workplace
- Schedule meetings with parents/carers at prearranged times that strike an appropriate balance between the needs of parents/carers, the demands of their own jobs, and the need to avoid disruption to the classroom
- Teach in an environment where the teaching/learning process is respected and valued by all members of the school community
- Be treated by all members of the school community in a manner consistent with the school values

##### **Parents/carers can uphold the school values by:**

- Treating everyone associated with the school with respect and courtesy
- Raising any queries or concerns in a courteous, respectful and reasonable manner
- Making appointments with the relevant staff member in advance in order to discuss their queries or concerns
- Maintaining confidentiality when dealing with queries and concerns by exercising discretion when discussing the matter with other school staff, students or parents/carers
- Raising any concerns regarding the behaviour of other children with the appropriate staff member or parent/carer
- Working in partnership with the school to enhance learning outcomes for all students
- Understanding that their child's perspective on a particular issue may be subjective
- Showing good sportsmanship at all times
- Allowing staff to supervise and manage students in accordance with Departmental policy and best practice
- Abiding by school parking signage for kiss and drive, bus zones and staff car park
- Abiding by the school's policy of "no dogs on school grounds"
- Remaining respectful of the school and all members of the school community in social media contributions
- Respecting school times when using digital technologies, all messages to students must go through the office
- Maintaining respectful standards of verbal and written communication
- Refraining from taking photos or video of other children on school grounds
- Refraining from reprimanding or disciplining a student that is not your own on school grounds.

**The school will:**

- Dealing with concerns in an open, fair and sensitive manner
- Taking seriously any concerns brought to its attention and responding promptly to achieve resolution
- Treating parents/carers with courtesy and respect
- Maintaining respectful standards of verbal and written communication
- Preserving confidentiality when dealing with queries and concerns
- Acting in accordance with the policies or procedures of the school and the WA Department of Education

**VISITOR & VOLUNTEERS**

- Throughout the school year teachers need volunteers to assist in classrooms and around the school in many facets of education. The P&C also requires volunteers to assist in endeavours around the school.

**All volunteers, including parents and carers, assist with activities on the understanding that:**

- Teachers are responsible for the programs operating within the classroom and/or school.
- Teachers have ultimate responsibility for the safety, welfare and care of students.
- Volunteers’ conduct and manners must at all times be appropriate and respectful.
- Volunteers must refrain from smoking in the presence or sight of students – the school is a non-smoking area.
- Volunteers must not consume or have consumed alcohol or other prohibited substances prior to working with children or on site.
- Volunteers must cooperate with teachers in charge to ensure the safety and welfare of students.
- Volunteers must sign themselves in and out through the Sorrento’s front office when participating in school activities.
- Volunteers must wear a visitor sticker, via Sorrento’s front office, as identification whilst assisting students.
- Prior to volunteering, volunteers must sign the Prohibited Persons Declaration (available from the front office).
- Under the Child Protection Act of 1997, it may be necessary for the school to require volunteers to undergo a Criminal Record Check.

**Confidentiality is of prime concern.**

Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher or the Principal. As schools are mandatory reporters with Department of Child and Protection and Family Support (DCPFS), any disclosures by students made to parents and volunteers must be reported to the Principal.

**Aggressive, abusive or bullying behaviour by parents, carers, visitors and volunteers**

Inappropriate or violent behaviour (whether towards other parents/carers, staff or students) will not be tolerated at Sorrento under any circumstances. Should a person engage in behaviour which, in the reasonable opinion of the Principal amounts to a breach of this Code of Conduct, the Principal may direct that person to immediately leave the school grounds and, in serious cases, may also contact police and/or seek legal advice.

**Communicating with the school**

SPS and its staff will maintain appropriate, timely and efficient processes for effective communication.

Methods: Face to face meetings, emails, via connect or class blog.

