



RAGLAN PUBLIC SCHOOL

Parent and Visitors Code of Conduct Policy

Purpose: To provide guidelines related to school visitors that ensure a safe and harmonious school environment is maintained. This Code of Conduct is intended to ensure that students, staff, parents and other visitors are not subjected to unacceptable behaviours

Aims:

- To ensure all visitors to the school conduct themselves in an appropriate manner
- To ensure that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.
- To ensure the rights of students, teachers and parents are respected and upheld

Implementation:

Parents and visitors to the school are expected to:

1. Treat all persons associated with the school with respect and courtesy
2. Make appointments in advance rather than expecting to obtain an interview immediately
3. Leave the grounds if requested by the Principal or nominee
4. Allow staff to supervise, investigate and manage students without interference
5. Never directly approach another person's child as the school will deal with issues between students as part of the school's Student Discipline, Anti-Bullying and Anti-Racism policy.
6. Discuss issues or concerns about the school, staff or students through the correct procedures
7. Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed
 - a. All visitors must sign in at the front office.
 - b. After the visit all visitors must sign out at the front office.
 - c. Canteen volunteers do not need to sign in at the office, but will need to sign on and off in the Canteen
 - d. School functions involving large numbers of visitors, such as presentation days, Grandparents day, school concerts, open days and the like are precluded from signing in procedures

Canteen and other volunteers are also expected:

- to be outstanding role models for all students
- to speak in a kind and friendly way to all students and staff
- to maintain confidentiality
- to report any issues of concern to teachers (and not directly intervene)
- to keep a safe and appropriate distance from all students

Failure to abide by this Code of Conduct, or when any of the following occur, will lead to the provisions of the *Inclosed Lands Protection Act (1901) and its Amendments* being followed:

- 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 a manner 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
- Persistent interruptions to the learning environment of the school such as entering classrooms without permission
- Persistent entry to the school site without permission or legitimate reason.

Under the terms of the Act, the Principal (or nominee) has the legal authority to:

- direct the person to immediately leave the grounds
- call the police to remove the person should he/she refuse
- restrict or withdraw future permission (by letter) for the person to enter the grounds without permission of the principal
- seek further legal avenues

Evaluation:

- Visitor records accurately maintained
- No unauthorised visitors enter the school
- Students, staff, parents and visitors operate in a safe school environment

Policy Reference:

- Inclosed Lands Protection Act (1901) and its Amendments
- DET Legal Issues Bulletin No. 31

Ratified by Staff
August 2007

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August 2007