

Code-of-Conduct-for-parents-volunteers-service-providers 2021

Alawa Primary School Council



Approval	
Document title	Code of conduct for education sites Alawa Primary School
This document applies to	Parents, visitors, volunteers, service providers
Approved by	Sandy Cartwright Principal
Date approved	20.11.2021
Ratified by school council	Alawa Primary School Council – Erica Garcia Chairperson
Date ratified	22.11.2021
Document review	Five years

Version	Date	Author	Changes made
1.0		Alawa Primary School	First version

Code of conduct for parents, visitors, volunteers and service providers at Alawa Primary School

The Code of conduct for parents, visitors, volunteers and service providers has been developed to ensure that the expectations of all persons attending school premises are consistent with other codes of conduct relevant to the school. It aims to promote a culture of partnership and inclusivity within Northern Territory Government Schools. When we work together, we provide the best opportunity to support children's academic learning, social and emotional development, and wellbeing.

Parents, visitors, volunteers and service providers are valued and respected members of our school community and can expect to:

- be welcomed into inclusive and supportive education environments as partners in learning
- experience professional, regular and culturally responsive communication
- partner with staff to promote student learning and support student wellbeing
- be actively involved in two-way conversations and decision making about their children's education or their role in the school
- experience a school culture where individual expertise is acknowledged and respected
- experience a school culture based on inclusiveness, respectful relationships and positive behaviours.

Working together

To help us provide a safe, inclusive and supportive learning and working environment; parents, visitors, volunteers and service providers on school premises or interacting with students in a vast array of activities, including excursions inside and outside school hours, are expected to:

- recognise that schools are workplaces
- recognise and respect the expertise and leadership of the school principal
- accept and follow all reasonable instructions from the principal, supervisor and/or contact person and ask for more information if unsure about what to do or how to do it
- recognise and respect the school representative body (SRB) or school management council (SMC) as elected representatives of the school community
- be honest and fair, dress appropriately and act in appropriate ways that show respect for others and model appropriate standards for students
- follow all relevant laws, regulations, policies and procedures as directed
- report any unethical or inappropriate behaviour to the school principal, including breaches of the law, policies and school directives
- take reasonable care to avoid foreseeable risk to themselves and the people around them, including students when they are participating in school activities
- if making public comment on a political or social issue that could be related to the school, make it clear that comments are personal and do not represent the official view of the school or the department
- Where required observe the school's procedures governing:

- appropriate communication using social media platforms, email, phone and in-person
- the use of electronic devices including mobile phones.
- use school equipment, resources and consumable items as instructed by the principal, supervisor and/or contact person when conducting work or business for the school
- follow the Department of Education Smoke-free premises policy¹
- Follow the Department of Education Alcohol consumption on department premises policy.²

Unacceptable and offensive behaviours

Unacceptable and offensive behaviours are not accepted at Alawa Primary School

These include, but are not limited to:

- behaving in ways that a reasonable person would consider to be offensive, intimidating, humiliating, aggressive, threatening or abusive
- harassing, victimising or discriminating against any person based on personal attributes for example – disability, age, gender, race, religion, political affiliation, marital status or sexual preference
- behaving in a manner which endangers the health, safety or wellbeing of themselves or others
- disclosing or distributing any information about individuals gained through participation in school activities, including excursions outside of hours
- inappropriate behaviour, activities or communication, using social media, phone or other telecommunication services, which may cause the reputation of the school, employees or students to be called into disrepute
- engaging in school activities or entering the school affected by alcohol or illicit drugs, or with the intent of supplying or consuming such substances.

Where unacceptable and offensive behaviour occur, steps will be taken to address the issue. This may include being asked to leave the premises, restricting access to the school or learning environment or the Northern Territory Police being called.

¹ <https://education.nt.gov.au/policies/smoke-free-premises>

² <https://education.nt.gov.au/policies/alcohol-consumption-on-department-premises>