



Holy Spirit Primary School

~ Striving Together For Excellence ~

197 Clarendon Street, East Thornbury, Victoria 3071 Phone: 9480 0391 Fax: 9484 3125 Email: principal@hsthornburyear.catholic.edu.au
www.hsthornburyear.catholic.edu.au

Parent and Visitor Child Safety Code of Conduct

'Our school community should be one that Jesus would walk among today and recognise as His own.'

At Holy Spirit Primary School we aim to provide an open, welcoming and safe environment where all are encouraged to work together to contribute to the life of the school.

We aim to create a supportive and challenging environment where individuals can learn and participate at their school with the knowledge that they are safe.

Our school strives to be a place where all who come here or visit are respected.

Purpose of this Policy

The conduct of school staff is regulated by the ***Child Safety Code of Conduct and the Victorian Institute of Teaching Code of Conduct for Teachers***

Student conduct is regulated by the school ***Positive Behaviours Policy, wellbeing Policy and Anti Bullying Policy***

Parents play a crucial role in the education, social and faith development of their children. At Holy Spirit we have a fantastic body of parents and carers who are involved in all aspects of school life. As a result, we have obtained a high standard of education and positive relationships with our students and this is highly valued by all members of our community.

This Code of Conduct has a specific focus on safeguarding children and young people at Holy Spirit Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All Parents and Visitors to Holy Spirit Primary School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

This Parent and Visitor Code of Conduct outlines the way in which our community requires all parents, family members and visitors to conduct themselves when visiting our school, participating in school activities and communicating with members of our school community (including students, school staff, other parents and visitors to our school.)

1. Scope

This Code applies to all adults including parents, guardians, step-parents, grandparents, extended family, babysitters and any others while involved in activities or communication related to Holy Spirit Primary School.

2. Other School Policies That May Be Relevant to Parent Conduct

Privacy Policy	Positive Behaviours	Complaints Policy
Mandatory Reporting	Volunteers Policy	Wellbeing Policy

3. Other Legislation That May Be Relevant to Parent Conduct

Working with Children Act	Privacy Act	Legislation around Mandatory Reporting
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4. General Principles that always apply

a) Communication

Parents will use courteous and acceptable written and spoken Language in all communications with students, staff and other parents and members of the school community. No profane, insulting, harassing, aggressive or otherwise offensive language is acceptable. The same principle applies to appropriate use of Social Media and Body Language.

b) Ethical Conduct

Parents and visitors will act in the best interests of students, their families and staff members. They will not engage in malicious or judgemental gossip, and should ensure that anything they say about others is fair and truthful. They will abide by all school Policies.

c) Respect

We value our diverse community and respect the rights, religious beliefs and practices of individuals and their families. We respect points of view that are different from our own and all members of our community must refrain from actions and behaviour that constitutes harassment, discrimination and vilification.

5. When visiting school

- (a) The Victorian Schools Reference Guide item 4.16.2 requires all visitors to the school during school hours to sign a visitors' register located at the school office, so that their presence in the school is recorded in the event of an emergency.
- (b) Parents will comply with all safety and emergency procedures in place at our school and in the event of an emergency while they are on the school grounds they will follow the instructions given by any member of school staff.
- (c) When attending any kind of school assembly or public meeting parents will listen respectfully, in the same manner required of students and staff, and will refrain from creating any noise or disturbance during performances or speeches by students, staff or visitors.
- (d) Parents will treat all other visitors to our school with courtesy and respect.
- (e) A Parent may not interrupt or distract a teacher while classroom instruction or learning activities are underway.
- (f) A parent may not discipline a child who is not theirs or speak to a child who is not theirs about their behaviour. This is the role of teaching staff. Being approached by an adult they

do not know can be distressing for children. Parents should therefore raise any behavioural, bullying or peer group issues with a member of the teaching staff and it is the teacher's responsibility to deal with these issues.

- (g) When visiting a classroom parents accept the authority of the teacher (or teachers) and that they are in attendance on the teacher's terms. Teachers value parental involvement and assistance, but they may ask a parent to leave a classroom or class activity for any reason.
- (h) All parents and visitors will respect the confidentiality of all matter regarding other members of the school community.

6. When communicating with school Staff

- (a) All school Staff are entitled to a safe and happy work environment. This is the best interests of our children as well as staff themselves. Parents should therefore ensure that their interactions with staff do not create unnecessary stress and anxiety.
- (b) The priority of school staff is the welfare and education of all children in the school. School staff are therefore not required to respond to emails and telephone calls instantaneously. Responses are not expected outside normal working hours or during school holidays unless it is an emergency. School staff will respond as soon as practicable.
- (c) The time available for parents to meet with staff is limited and must be scheduled at a time that does not disrupt the classroom. Parents should be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare, unless there is a genuine emergency that needs to be discussed. Parents can arrange to meet with teachers at a mutually agreeable time.

7. When communicating with School Board

- (a) The School Board is a means of communication for parents wishing to raise important educational issues. Other issues should be directed to the relevant staff member or principal.

8. When communicating with other parents

- (a) Parents will respect the privacy of other parents' email addresses and will not send unsolicited emails or "spam" to school parents or forward unsolicited emails or spam that they receive to other parents. Parents will not forward other parents' email addresses without their permission. Parents provide their email address to the school in order to receive communications from the school about school related matters and their child. The school will not give out the email address of parents to other parents without permission.
- (b) Parents who act as class representatives, fete coordinators and committee members, Mother's Day and Father's Day stall organisers and so on, are valued volunteers who play a critical role in our community and commit a great deal of time for the benefit of all. Apart from the general principles that always apply, parents should be particularly sensitive about the manner in which they provide feedback and ask questions of hardworking volunteers.

9. Excursions, Camps etc

Parents will have particular responsibilities when attending camps, excursions, sports etc as representatives of the school. Responsibilities on these occasions are outlined in the school Excursions policy and Volunteers Policy for Child Safety at Holy Spirit.

10. When making a complaint

Parents have the right to raise issues and concerns related to the education of their child or school matters. Parents should ensure that they raise their issues and concerns with the right persons and follow the correct communication channels.

11. Consequences of a Breach of Parent Code of Conduct

- (a) Breaches of this code of conduct will be referred to the Principal or Deputy Principal for investigation and follow up.
- (b) This policy allows for official warnings to be issued for breaches of the Code of Conduct
- (c) This policy allows for trespass warnings and trespass notices to be issued. These warnings and notices may require visitors to the school to be excluded from entering the property.

- (d) Nothing in this policy precludes any person from exercising their individual legal rights in respect of obtaining restraining and intervention orders, reporting assault, bringing action for defamation, exercising rights under vilification or discrimination laws or in any other way.

12. Review

This Policy will be reviewed in accordance with the register on a 4 year basis.

Please keep a copy of this policy and inform any visitors who may visit the school at your request. It is the responsibility of every family to ensure that all visitors understand the requirements of this policy for the safety of every child.

Please return the attached notice indicating your acceptance of this policy for members of your family.

February 2017



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Parent and Visitor Child Safety Code of Conduct

Please return this notice indicating your acceptance of this policy for members of your family.

Agreement to the Parent Code of Conduct *(please return this page to the School Office)*

I/we agree with the Parent and Visitor Code of Conduct and will ensure that the Parent and Visitor Code of Conduct will be communicated to all adults including parents, guardians, step-parents, grandparents, extended family, babysitters, siblings and any others known to us who may be involved in activities or communication related to Holy Spirit Primary School and for any person described above or in the Code will therefore be party to the Code.

Parent / Carer 1	Parent / Carer 2
Full Name	Full Name:
Signature:	Signature:
Date:	Date:
Child/ren's Name/s:	Grade: