

Buronga Public School

1-15 Chapman Street Buronga

03 5023 2260



Buronga-p.school@det.nsw.edu.au

www.buronga-p.schools.nsw.edu.au

Parent, Visitors and Volunteers Policy

The staff of Buronga Public School is committed to providing a safe learning environment that enhances the fairness, tolerance, integrity, and knowledge of all stakeholders. The contribution of visiting members of the school community is an integral part of our school and is highly valued. The Parents, Carers and Visitors Code of Conduct has been developed in accordance with the N.S.W. Department of Education guidelines and ensures that everyone who visits the school site is able to do so in a safe and harmonious manner and ensures that students, staff, parents, carers and other visitors are able to work together to ensure an uninterrupted and respectful environment for learning.

General Principles

It is expected that parents/carers and visitors may need to visit the school for a variety of reasons. The purpose of this Code of Conduct is to set out the standards of behaviour expected of those who visit the school and to detail the necessary procedures that will help solve issues as soon as possible so that a safe and harmonious school environment is maintained.

Code of Conduct for Parents/Carers and Visitors

All parents/carers and visitors are expected to

- treat all persons associated with the school with respect and courtesy
- ensure their child/children are punctual to class every day
- vacate the school grounds once classes commence
- sign the visitors book in the front office if staying during school time to assist in classrooms etc.
- direct their child to the play area monitored by duty teacher
- monitor all pre-school children who must stay with the accompanying adult at all times (this includes any school special event such as Open Days, assemblies & P&C events))
- make mutually convenient appointments to obtain an interview with school staff. Teachers are not available during teaching time or while on playground duty due to duty of care requirements
- allow staff to supervise, investigate and manage students without interference
- discuss issues or concerns about the school, staff, other parents or students through the correct school procedures of arranging a meeting time, mutually convenient to both parties. Staff are not able to discuss issues while they have the duty of care of students.

Parents/carers and other volunteers assisting with school activities do so on the understanding that:

- teachers are responsible for the programs operating within the classroom and/or school
- teachers have the ultimate responsibility for students under their care for the duration of their time at school
- they support the sensitivity and confidentiality of all students
- they accept responsibility and supervision for pre-school age children under their care for the duration of their time at school
- their conduct and manners should at all times be acceptable and an appropriate model for all students
- they should sign themselves in and out in the visitors book at Buronga Public School's front office when participating in school activities
- they have completed "Working with Children Check" and have provided documentation to the front office before undertaking any volunteer/student assistance at the school
- they report safety concerns, injuries or emergencies to a member of staff
- they minimise noise or disruption to classes whilst on school grounds.
- Confidentiality is of primary importance. All parents/carer volunteers are not to discuss any information they obtain at school with anybody, other than classroom teachers or the Principal.

Any parent/carer or volunteer not fulfilling these requirements may be excluded from volunteer programs, ensuring we maintain a safe, harmonious and happy learning environment for every student and staff member at Buronga Public School

At no time should a parent/carer or volunteer directly approach another person's child.

At no time should a parent/carer or volunteer attend classroom activities without prior knowledge with the teacher and Principal.

February 2018

Happy Students – Successful Students