



Dunolly Primary School  
8 Elgin Street. Po Box 47  
Telephone (03) 5468 1111 Fax (03) 5468 1504  
E-Mail [dunolly.ps@edumail.vic.gov.au](mailto:dunolly.ps@edumail.vic.gov.au)

Principal: Mrs Katie Lovel

## **CODE OF CONDUCT FOR PARENTS, CARERS and VISITORS,**

### **RATIONALE**

The staff of Dunolly Primary School is committed to providing a safe learning environment that enhances the physical, educational and social development of our students. The contribution of visiting members of the school community is an integral part of our school and is highly valued. The Code of Conduct for Parents, Carers and Visitors has been developed in accordance with the Department of Education and Training's guidelines. This ensures that everyone who visits the school site is able to do so in a safe and harmonious manner. All at Dunolly Primary School welcome feedback as it is vital to the success of the school, to recognise the efforts of staff, students and volunteers in our school. It also ensures that students, staff, parents, carers and other visitors are not subjected to aggressive, hostile or violent behaviours. We have a zero tolerance for child abuse.

### **GENERAL PRINCIPLES**

It is expected that parents/carers and visitors may need to approach the school in order to:

- discuss the progress, engagement or well-being of their child;
- provide positive feedback to staff;
- express concern about actions of their own child or other students;
- enquire about school policy and practice;
- engage with in-school/excursion activities e.g. class/year groups assistance with reading/numeracy; PE etc, following an invitation/enquiry for assistance from staff;
- convey information about change of address, custody details, health issues etc;
- express concern about actions of staff.

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 everyday;
- vacate the school grounds once classes commence;
- work together in partnership with the school for the best outcomes for students.

## EXPECTED PROTOCOLS

- Parents/carers who have concerns are expected to contact the school via phone, email or in person to arrange an appropriate time with the relevant teacher and/or Principal.
- Staff are not available for meetings prior to school as they would like to ensure they can give your concerns their utmost attention.
- Concerns are to be discussed in a calm manner.
- Allow staff to supervise, investigate and manage students without interference;
- Staff will follow up on concerns in a timely manner and will communicate outcomes with all parties involved.
- If there are further concerns regarding the outcome an appointment should be made with the Principal.
- Parents/carers should be mindful decisions will be made in accordance with the school values, behaviour promotional policy and in the best interests of all students.
- Abusive, aggressive or threatening behaviour will not be tolerated.

### **The following action will be taken by the Principal and/or their nominee, against anyone breaching these protocols:**

- direct the person to immediately leave the grounds;
- call the police to remove the person should they refuse;
- withdraw future permission (by letter) for the person to enter the grounds without permission of the Principal;
- seek further legal avenues.

#### **Please Note:**

**At no time should any parent, carer or visitor directly approach another person's child.**

***Confidentiality is of primary importance. All parents/carers or volunteers are not to discuss any information they obtain at school with anybody, other than classroom teachers or the Principal.***

**Your co-operation is sought and greatly appreciated, so that we all maintain a safe, harmonious and happy learning environment for every student, parent and staff member at Dunolly Primary School.**

See also – Feedback and Complaints Policy

This policy was last ratified by School Council in....

February 2019