

Hambleton Public School

Volunteers and Visitors Policy

Updated 2017
Due to be Revised 2020



Code of Conduct for Parents/Visitors

A code of conduct for parents and visitors ensures that everyone who visits the school site is able to do so in a safe and harmonious manner to ensure that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.

Parents and visitors are expected to:

- Treat all persons associated with the school with respect and courtesy
- Ensure their child/children are punctual to class
- Make appointments in advance of expecting to obtain an interview
- Allow staff to supervise, investigate and manage students without interference
- Discuss issues or concerns about the school, staff or students through the correct procedures
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.
- Visit the office not classrooms when your child/ren is departing school grounds early or arrives late to school

Any person contravening this Code of Conduct is advised that the provisions of the *Inclosed Lands Protection Act (1901) and its Amendments* will be followed if any of the following occur:

- 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 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, staff or other visitors to the school;
- Any interruption to the learning environment of the school such as entering classrooms without permission.

Visitor and Volunteer Helpers Policy

Throughout the school year teachers need volunteers to assist in classrooms and around the school in many facets of education.

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

- Teachers are responsible for the programs operating within the classroom and/or school.
- Teachers are in charge and have ultimate responsibility for the safety, welfare and care of the students.
- They accept joint responsibility for children under their care for the duration of the time at school.
- Their conduct and manners should at all times be acceptable and an appropriate model for students.
- They should refrain from smoking in the presence or sight of students – the school is a government non-smoking area.
- They should not consume or have consumed alcohol prior to working with children.
- They should cooperate with teachers in charge to ensure safety and welfare of students.

- They should sign themselves in and out in the attendance folder at Hambledon Public School's front office, or the appropriate class teacher's Visitors Book when participating in school activities.
- They wear a "Hambledon Helper" badge as identification whilst assisting with students.
- They should provide the office with a current Working with Children Check documentation or number (WWCC)

Confidentiality is of prime concern. Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher or the Principal.

As schools are mandatory reporters with Community Services (formally DOCS), any disclosures by students made to parents and volunteers must be reported to the Principal or nominee.

Any parent or volunteer helper not fulfilling these requirements may be excluded from the volunteer program.

Ratified Staff Meeting: Monday 24th April 2017

Ratified P&C Meeting: Monday 15th May 2017