

## CODE of CONDUCT - RIGHTS AND RESPONSIBILITIES OF PARENTS & CAREGIVERS

### Parent & Guardian's Rights

- A safe & supportive environment for their children
- To be treated with respect and consideration by members of the community
- To be informed about School events and notices
- Access to the teachers and provision of feedback regarding their child's progress, achievement and well-being
- A quality Christian education for their child, shaped by the vision and mission of the school
- Communication from teachers regarding the discipline of their child
- The right to be heard and to receive procedural fairness

### Parent & Guardian's Responsibilities

- Accept and support the ethos of the school as expressed in the Statement of Faith, "The Aims, Goals & Educational Philosophy" statement and the policies and procedures
- Approach all members of the community in a considerate, respectful and polite manner
- To respect the teacher's professional judgement and work in co-operation with him/her
- Partner actively with the School in supporting their child's children's learning and related activities
- Support the teachers in the discipline of their child and in the application of consequences
- Seek appropriate professional advice and diagnosis where deemed necessary
- Give others the right to be heard and respect the School's decision
- Provide all necessary equipment and uniform items and replace where necessary
- Show respect for the school property
- Dress modestly and wear shoes when at the school
- Conduct themselves in a lawful and caring manner when relating to members of the school community and wider communities
- Report issues of safety risk of harm or inappropriate behaviour to the school

### Communication and Public Comment

Definition: "Parents" may also refer to a legal guardian or grandparent. Parents are responsible for their guests to comply with the Code of Conduct. Parents are expected to communicate respectfully at all times with the school staff, students and other parents. The school welcomes and encourages regular and meaningful communication with parents which includes expressions of concern.

Whilst parents are welcome to communicate informally with teachers, they are encouraged to make formal appointments to discuss matters of concern, a complaint or a grievance. Such communications should not take place in public whether in person or through online forums such as Facebook sites shared by parents and staff. Parents must not post negative comments on this site, only positive comments related to school events. When parents wish to make a formal interview time with a staff member, they should make it via the school email address: [contact@kccs.nsw.edu.au](mailto:contact@kccs.nsw.edu.au). Parents are expected to refrain from contacting staff in person outside of school hours concerning school related matters.

### Security and Safety

The school requires parents to observe all its security and safety procedures for all students. This includes:

- Complying with the instructions of school staff at all times
- Signing in and wearing visitor identification whenever on the school property during school hours
- Taking care when driving into the underground car-park to drop off and pick up their child.
- Not approaching school students with the intent to rebuke or address with them a matter of concern.
- Not approaching other school families with the intent to managing and influencing matters that arise at school.
- Only making contact with their child through the school office
- Parents may not enter the school property or attend a school event while affected by alcohol or prescribed or illegal drugs.

The following items are prohibited on the school property at school events for safety and legal reasons:

- Items considered weapons
- Aerosol cans
- Pornography or other inappropriate material (either hard-copy or electronic) that is inconsistent with the school's ethos.
- Alcohol, cigarettes or prohibited drugs
- Animals (including pets) unless prior permission is given by the Principal.

## CODE of CONDUCT - RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS

Volunteers have certain rights afforded to them as members of the community. Similarly, volunteers must accept the responsibilities that are part of belonging to our community.

- To support the ethos of the school as expressed in its Statement of Faith and "The Aims, Goals & Educational Philosophy" statement
- To support the school's policies, procedures & guidelines
- To follow the staff's directions and behave professionally to carry out the staff's directions
- To be mindful of their duty of care responsibilities
- To approach staff and students in a considerate, respectful and polite manner
- To conduct themselves in a lawful & caring manner when relating to members of the school community and wider communities
- To report issues of safety, risk of harm or inappropriate behaviour to school staff
- To wear appropriate, well-maintained modest attire suitable for their task.

### **The Use of Information Technology**

Volunteers may only use IT in the school while involved in school activities. This applies to mobile phones, iPods, iPads and laptop computers and other electronic devices regardless of ownership.

### **Relationship to the Students**

Volunteers are expected to:

- Maintain appropriate professional relationships with students throughout their service
- Refrain from transporting students unaccompanied by a staff member without permission from the Principal.

### **Security and Safety**

All volunteers must have prior approval of the Principal and have a member of staff who is responsible for them while they are at school or at a school event. The Office Manager must be given prior notice for their attendance. All volunteers must observe the security and safety procedures that protect students.

### **Common Breaches**

Where a member of the community becomes aware of another member behaving in a contrary way to the relevant Code of Conduct they should manage the situation in accordance with the Complaints and Grievance Policy.

### **Serious Breaches**

In the case of a serious breach, a Critical Incident Report may be required. In the case of a Child Protection issue, the matter must be reported immediately to the Principal.

In the rare case where a member of the school community behaves in an unsafe, aggressive, threatening or violent manner, the Principal (or delegated authority) has the legal authority to:

- Direct the person to leave the school premises
- Withdraw future permission for the person to enter the school premises
- Terminate the enrollment of the student or withdraw the family from school involvement for a period of time.