

CODE of CONDUCT - RIGHTS AND RESPONSIBILITIES PARENTS & VOLUNTEERS

This form must be read, and agreement must be signed before any onsite activities.

We thank you for your willingness to assist Kingdom Culture Christian School. We really believe that our volunteer helpers and visitors are a vital part of our school community. The following guidelines ensure appropriate care and interactions for everyone at our school and operate within appropriate State and Federal Legislation boundaries.

Parents & Volunteer's Rights

- Fair treatment: Volunteers have the right to be treated fairly and with respect by the school staff, students, and other volunteers.
- Clear expectations: Volunteers have the right to a clear understanding of their role and responsibilities, as well as any guidelines or policies they are expected to follow.
- Safe environment: Volunteers have the right to work in a safe and secure environment
- To work in a safe and secure environment that is free from harassment, discrimination, or any form of violence.
- Reasonable accommodations: If a volunteer has a disability, the school has a responsibility to provide reasonable accommodations to ensure equal access and opportunity.
- Confidentiality: Volunteers have the right to expect that confidential information about students, teachers, and other staff members will not be disclosed without permission.
- Appropriate supervision: Volunteers have the right to receive appropriate supervision and support from the school.
- Recognition for their contributions: Volunteers have the right to be recognized for their contributions and efforts, including through appropriate thank-you letters, certificates, or other forms of appreciation.
- The right to be heard and to receive procedural fairness.

Parents & Volunteer's Responsibilities

- Respect, accept and support the ethos of the school as expressed in the Statement of Faith, "The Aims, Goals & Educational Philosophy" statement and the school's policies and procedures, including rules related to student behaviour and dress code.
- Read and understand the "Child Protection Policy" & "Safe & Supportive Environment Policy".
- Confidentiality: Information about students, teachers, and other staff members must be kept confidential and not shared without permission.
- Maintain appropriate professional relationships with students, including your own child, throughout your service, avoiding behaviour that could be considered disruptive, harassing, or inappropriate.
- Having a positive, supportive attitude towards the school, its staff, and students is expected.
- Support the school's efforts to maintain a safe and secure environment for students.
- Respect the diversity of individuals within the school community, avoiding behaviour that could be considered discriminatory or harassing.
- 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.
- Show respect for the school property.
- 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.
- Physical contact is not to be used for any discipline purpose. Only in the case where you need to act for the safety of a child should physical contact be used. Be very cautious with any other physical contact with students, including sports, and with distressed students. Consider your size, your familiarity with the student, and how your actions may be perceived.
- Avoid being in a situation where you are alone in an enclosed space with a single child. Strategies include keeping the door open or seeing several students at once.
- Any materials or behaviour of a sexually explicit nature, or that could be construed as grooming behaviour, is not acceptable and will be reported to authorities.
- Treat your own children in the same manner as all other students, avoid showing favouritism or sitting with your child in class and playground
- While assisting in supervision, you must keep in close proximity with all students under your care - you should be able to see each of them clearly from where you are positioned.

- Be prompt with any commitments you have made. If you are unavoidably delayed, please contact the teacher or school as soon as possible.
- Be careful with the language you use with students. This includes the use of critical or demeaning comments. Find ways to encourage students. Correct students gently and without emotion. Swearing or blaspheming is not acceptable in the school context.
- Keep any complaints to private settings where you and the relevant staff member can talk in confidence. This is better done after the event. Confidentiality is of primary importance and events from the classroom should not be discussed with anyone other than the classroom teacher or an appropriate executive staff member.
- Wear appropriate clothing that reflects modesty and safety, especially noting the Sun Smart guidelines.
- Do not share food with children due to the potential for allergic reactions.
- Report any safety concerns or injuries to a member of staff. Should an accident occur then an Accident Report needs to be completed and may require a statement from you if you were a direct witness.
- Volunteer helpers, contractors and visitors must sign in and out at the school office and wear a visitors' badge as identification whilst in the school.
- Refrain from transporting students unaccompanied by a staff member without permission from the Principal.
- Refrain from sitting with your child.
- Should not use their relationship with the school for personal gain or to advance their own interests.
- A breach of these guidelines may result in exclusion from assisting in the school for a period of time or indefinitely.

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 or email the teacher directly. 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 manage and influence 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, e-cigarettes or prohibited drugs
- Animals (including pets) unless prior permission is given by the Principal.

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 all students throughout their service (including your own)
- 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.

DECLARATION

By signing this Code of Conduct I declare the following:

- I will abide by the guidelines in this Code of Conduct
- I have read and understood the Safe & Supportive Environment Policy.
- I have read, understood and agreed to comply with the terms of the 2023 Child Protection Policy.

I have not:

- been found guilty by a Court of a sexual offence or an offence against the person of a student or child
- or been dismissed from any previous employment on the grounds that I was involved in improper conduct, whether of a sexual nature or not, with a student or child
- or retired or resigned from previous employment following allegations that I was involved in improper conduct, whether of a sexual nature or not, with a student or child
- or been advised by an employer that my name has been included on a list of those not to be employed in a child related work
- or been the subject of any concluded investigation relating to allegations of involvement in improper conduct of a sexual nature with a student or child, or any serious physical assault of a student or child
- or been the subject of any current allegation or investigation relating to allegations of involvement in improper conduct of a sexual nature with a student or child or any serious physical assault of a student or child, in both instances.

FULL NAME OF VOLUNTEER:	CONTACT NUMBER:
MY WWCC:	DATE OF BIRTH: (Required to check WWCC)
SIGNATURE:	Date: