



Parent and Volunteer Code of Conduct

At Immaculate Heart Catholic Primary School, we are committed to providing a safe, inclusive and supportive environment which promotes open communication, respect, fairness and positive relationships. We believe that the partnership between home and school is a very important part of ensuring our students are happy, secure and open to learning. As a school community we are committed to working together to meet the various needs of our school community. Central to achieving this is trust and open, effective communication between all members of the school community. As a Catholic school the Gospel values form the basis for a proactive approach to communication and problem solving.

Immaculate Heart Vision/Mission

We are a community grounded in the core value of RESPECT:

- Respect for self
- Respect for others
- Respect for safety

KINGDOM PARTNERSHIP LEARNING

Kingdom:

The kingdom of God proclaimed and lived by Jesus is experienced in our community as we:

- Build and sustain a learning community grounded in Jesus' vision of love, liberation and justice.
- Develop a Christian spirituality through an integrated religious education program.
- Engage in an active Christianity using sign symbol and action.

Partnership:

Working in partnership we:

- Promote a sense of belonging in our school community.
- Nurture an environment in which all feel accepted, valued and supported.
- Develop positive, open and honest communication.

Learning:

We are a place of learning. Our learning is designed to be inclusive, holistic, contemporary and individual in order to:

- Support and nurture each child to develop the skills to be a lifelong learner.
- Offer a creative program which is broad and balanced.
- Focus on outcomes for life and living.



Policy Statement

Immaculate Heart Catholic Primary School and the Brisbane Catholic Education system (BCE) have a clear code of conduct for students, employees and for volunteers who work in Catholic Schools. Parents working as volunteers are required to participate in an induction process and agree to abide by this Volunteer Code of Conduct.

New families will be asked to read and accept the code of conduct as a condition of enrolment. Existing families will be asked to become familiar with the code of conduct as it will be referred to when necessary if a parent/guardian's behaviour is considered to be inappropriate or damaging to the reputation of the school.

Purpose

Immaculate Heart Catholic Primary School is a community that strives to provide an open, welcoming and safe environment for all. The School is a place of learning for students and the rights of the student will be considered. We believe that all community members play a valuable role in the life of the School. This Code of Conduct for staff members, parents/guardians and volunteers outlines the type of practice we require all adults working and volunteering in our school to follow. We hope it will assist in ensuring the safety and wellbeing of students, families and staff. The Code of Conduct is a broad outline of behavioural principles, expectations and ideals. This policy will provide guidelines to promote desirable and appropriate behaviour to ensure that all interaction with students and adults is respectful, honest, courteous, sensitive, tactful and considerate. The code specifies the consequences for any member of the school community who does not comply with these standards of behaviour.

Scope

For the purpose of this policy 'school community' comprises the principal, staff, coaches, employees, students, parents, guardians, volunteers, step-parents, relatives, extended family, visitors, friends, supporters, carers and invitees of the school, when in the school environment or when attending any school related function or activity at any other location. Parents/guardians and students agree to be bound by the school Code of Conduct when parents/guardians sign the enrolment agreement with the school. Although step-parents, relatives, friends, supporters and carers of students at the School are not a party to that enrolment agreement, this Code of Conduct is a guide for them about expected standards of behaviour.



Parents, caregivers and community members are expected to:

- Conduct themselves in a respectful and courteous manner that recognises and respects the rights of others and is in compliance with the law.
- Ensure all interactions and behaviours related to school uphold the values, morals and strong reputation of Immaculate Heart Catholic Primary School.
- Respect and comply with reasonable requests and directions of the Principal and other members of staff.
- Support staff in maintaining a safe, secure and respectful learning environment for all students.
- Model appropriate behaviour at all times within the school setting. It is not appropriate to involve others in a disagreement or to take sides in an argument.
- Work in partnership with the school to enhance the learning outcomes, well-being and conduct of their child.
- Raise any concerns about their child's learning, conduct or wellbeing privately, respectfully and by appointment with the Class Teacher, Guidance Counsellor or Leadership Team.
- It is not appropriate to approach a student with concerns. Such an approach may have legal consequences.
- Any person entering the grounds or premises of Immaculate Heart Catholic School, who is abusive, threatening, uses inappropriate language or otherwise presenting a risk to children, staff or other members of the school community will be asked to leave. If this does not occur immediately, the Police will be called.
- Abusive or threatening telephone calls and emails will not be tolerated and the Police may be notified.
- A breach of this code of conduct by a parent or caregiver may result in exclusion from the school grounds for a period of time at the Principal's discretion.



Volunteer Code of Conduct

This Code of Conduct applies to all persons volunteering within Brisbane Catholic Education.

- All volunteers should participate in a Student Protection Induction. [This is contained in the Student Protection Handbook for Volunteers].
- All non-parent volunteers must undergo employment screening under the Commission for Children and Young People and Child Guardian Act 2005 and hold a current Positive Notice Blue Card for volunteers.
- Volunteers have a significant role in the work of the school. Volunteers have an integral part to play in providing a safe and enjoyable environment for young people.
- Volunteers are expected to follow the principles of:
 - Safety, Respect, Support, Ethical Communication, Ethical Conduct.
- Volunteers should:
 - Behave honestly and with integrity, act with care and diligence, behave and dress appropriately.
- Volunteers should think and act safely:
 - Put safety first in all activities.
 - Follow the safety procedures outlined in the School's Operational Guidelines, to the best of your ability, as outlined in the volunteer induction process.
 - If a direct threat is identified, assist in the evacuation of the area and/or situation as quickly as possible.
 - Work only according to your level of competency. Contact and report to School Administration when confronted with a situation which you are unable to contend with or is beyond your role and responsibility.
- Volunteers should treat students and staff with respect:
 - Respect the rights of individuals and maintain an appropriate level of confidentiality.
 - Treat everyone with courtesy, sensitivity, tact, consideration and humility.
 - Assist in the creation of an environment free of fear, harassment, racism and exploitation.
 - Respect the cultures, beliefs, opinions and decisions of others although you may not always agree.
 - Take instruction from and not obstruct the responsible staff member in any way regarding the execution of their duties.
 - Report any illegal activity to the School's Administration or appropriate staff member.
 - Volunteers should use appropriate communication skills when engaging with students:
 - Acknowledge the needs and concerns of the individual.
 - Practice effective listening (for example ask open questions; be alert to non-verbal communication; stay calm and relaxed).
 - Be aware of the young person's physical space.
 - Be aware of your own body language.
 - Be judicious in making physical contact with young people and always seek the young person's permission to do so.
 - Stay calm and relaxed.
 - Be clear and consistent.



- Use non-discriminatory respectful and non-judgmental language.
- Seek advice whenever appropriate.
- As a volunteer, you must follow all instructions from the staff and School Administration. You should not engage directly with media representatives and should refer all enquiries to School Administration.
- Volunteers must not:
 - Smoke or use tobacco products while volunteering and/or on school property.
 - Use, possess, or be under the influence of alcohol at any time while volunteering and/or on school property.
 - Use, possess, or be under the influence of illegal drugs at any time while volunteering and/or on school property.
 - Condone the use of or provided any of the above substances to any students, employees or other volunteers
 - Verbally harass or abuse any person or use profanity while volunteering and/or on school property.
 - Utilise your position as a volunteer to take advantage of any young person.

Any breaches of this Code of Conduct will be dealt with by the school principal in the first instance and appropriate authorities will be contacted if necessary. Should you have any questions with regard to any of the above you should contact the school Principal Mr Kurt Dutney in the first instance on (07) 3812 1077.

Associated documents:	Procedures: Policy: Communication Right Relationships Forms:
Updated:	

Alternative title	NA
Audience target	Immaculate Heart School – Staff and Community
Content Type	Policy
Description	Fair, efficient and prompt resolution of conduct issues
Keywords	NA
Developed by	Principal
Next Review Date	March 2022