



St Andrew's Parish

## **CORPUS CHRISTI PRIMARY SCHOOL**

29 RUSSELL STREET, WERRIBEE VIC. 3030

### **Corpus Christi Code of Conduct**

#### **Parent and Visitor: Safeguarding Children and Young People**

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Parents play a crucial role in the education, social and faith development of their children. At Corpus Christi we have a fantastic body of parents and carers who are involved in all aspects of school life. As a result, we have obtained a high standard of education and positive relationships with our students and this is highly valued by all members of our community.

This Parent and Visitor Code of Conduct outlines the way in which our community requires all parents and visitors to conduct themselves when visiting our school, participating in school activities and communicating with members of our school community (including students, school staff, other parents and visitors to our school).

#### **Purpose**

This Code of Conduct sets clear standards of behaviour which are expected of members of the school community in the school environment or when attending school related functions or activity at any other location. This code has a specific focus on safeguarding children and young people at **Corpus Christi Primary School** against psychological, sexual, physical, emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All Parents and Visitors to **Corpus Christi Primary School** are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

#### **Scope & Responsibility of Parents to Support the School's Parent and Visitor Code of Conduct**

This Code applies to all adults including parents, guardians, step-parents, grandparents, extended family, babysitters, siblings and any others while involved in activities or communication related to Corpus Christi Primary School and it is the responsibility of Parents to ensure that the expectations outlined in this Code of Conduct is communicated to any person as described above. By signing the Parent and Visitor Code of Conduct any person as described above will therefore be party to the Code.

#### **Definition**

For convenience, the term "parents" will be used throughout the document to describe all adults including parents, guardians, step-parents, grandparents, extended family, babysitters, siblings

and any others while involved in activities or communication related to Corpus Christi Primary School.

## **Other School Policies & Legislation that may be relevant to Parent and Visitor Code of Conduct**

- Complaints and Grievances Policy & Procedure
- Corpus Christi Code of Conduct – Staff, Contractors, Clergy
- Corpus Christi Code of Conduct - Volunteers
- Working with Children Check Policy
- Corpus Christi Child Safe Policy

## **General Principles that always apply**

- **Communication:** Parents use courteous and acceptable written and spoken language in all communications with students, staff and other parents and members of the school community. No profane, insulting, harassing, aggressive or otherwise offensive language may be used.
- **Ethical Conduct:** Parents act in the best interests of students, their families and staff members. They will not engage in malicious or judgemental gossip, and should ensure that anything they say about others is fair and truthful.
- **Respect:** We value our diverse community and parents respect the rights, religious beliefs and practices of individuals and their families. We respect points of view that are different from our own and all members of our community must refrain from actions and behaviour that constitutes harassment, discrimination or vilification.

## **When visiting school**

All visitors to the school during school hours are to sign a ‘visitors’ register and wear a visitor lanyard located at the school office, so that their presence in the school is recorded in the event of an emergency.

Parents will comply with all safety and emergency procedures in place at our School and in the event of an emergency while they are on school grounds they will follow the instructions given by any member of school staff.

When attending any kind of school assembly or meeting parents will listen respectfully, in the same manner required of students and staff, and will refrain from creating any noise or disturbance during performances or speeches by students, staff or visitors. Heckling will not be tolerated and a parent who heckles may be asked to leave.

Parents will treat all other visitors to our school, including Members of Parliament and representatives of the Catholic Education Commission Victoria, Catholic Education Melbourne and Department of Education with courtesy and respect.

*At Corpus Christi we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school.*

A parent may not interrupt or distract a teacher while classroom instruction or learning activities are underway.

A parent may not discipline a child who is not theirs or speak to a child who is not theirs about their behaviour. This is the role of teaching staff. Being approached by an adult they do not know can be distressing for children. Parents should therefore raise any behavioural, bullying or peer group issues with a member of the teaching staff and it is the teacher's responsibility to deal with these issues. (Common sense would apply in an emergency where a child is at risk of harm or where a parent is supervising a small group of students on an excursion.)

When visiting a classroom parents accept the authority of the teacher (or teachers) and that they are in attendance on the teacher's terms. Teacher's value parental involvement and assistance, but they may ask a parent to leave a classroom or class activity for any reason, but not limited to:

- parental assistance not being required at the time;
- parental presence in the classroom or at the activity is disturbing or distracting to any student or teacher;
- the parent is not in control of their emotions.

### **When communicating with School Staff**

All school staff are entitled to a safe and happy work environment. This is in the best interests of our children as well as staff themselves. Parents should therefore ensure that their interactions with staff do not create unnecessary stress and anxiety.

The priority for school staff is the welfare and education of all children in the school. School staff are therefore not required to respond to emails and telephone calls instantaneously. Service standards suggest that an acceptable response time for emails is 2 working days. Responses are not expected outside normal working hours or during school holidays.

The time available for parents to meet with staff is limited and must be scheduled at a time that does not disrupt the classroom. Parents should be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare, unless there is a genuine emergency that needs to be discussed.

### **When making a Complaint**

Parents have the right to raise issues and concerns related to the education of their child or school matters. Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels. When making a complaint parents should refer to:

1. The School Grievances Policy & Procedure – Community, available from the office

Parents must follow the procedures outlined. It is a breach of this Parent and Visitor Code of Conduct to make a complaint in a way that is not consistent with the School Grievances Policy

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& Procedure Policy, especially when the complaint is about a teacher or member of school staff.

### **Consequences of a Breach of Parent and Visitor Code of Conduct**

Any parent, member of school staff or student may notify the Principal or Deputy Principal of a possible breach of the Parent and Visitor Code of Conduct. The Principal or Deputy Principal will investigate the complaint and if satisfied that a breach has occurred:

1. provide a first and final warning that a breach of the Code of Conduct has occurred and that a further breach will not be tolerated;
2. determine whether a breach may be rectified by the parent making a private or public apology, depending on the circumstances, to an individual or group of individuals;
3. where the breach concerned unacceptable behaviour on a visit to the school, issue a trespass warning to the parent, which, if the behaviour continues, may accelerate to a trespass notice requiring the parent to stay away from the school unless on the school grounds with the express permission of the Principal or Deputy Principal.

Correspondence that is in breach of this Parent and Visitor Code of Conduct, because of the language and expression used or the manner in which it is sent or delivered, will not be responded to.

Correspondence which is defined as “vexatious” according to the School Grievances Policy & Procedure Policy will not be responded to.

Nothing in this Policy precludes any person from exercising their individual legal rights in respect of obtaining restraining and intervention orders, reporting assault, bringing action for defamation, exercising rights under vilification or discrimination laws or in any other way.

### **Development & Review**

Principal and Staff of Corpus Christi Primary School, Werribee and will be reviewed as required.

**Please sign and return the attached Agreement Form only to School,  
pages 1-4 of this document are for you to keep**

**Authorised by:** Linda Roynic, Principal

**Reviewed:** February 2020

**To be Reviewed:** 2024 or as required

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**Parent and Visitor Code of Conduct**

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**Agreement to the Parent Code of Conduct** (please return this page only to the School Office)

I/we agree with the Parent and Visitor Code of Conduct and will ensure that the Parent and Visitor Code of Conduct will be communicated to all adults including parents, guardians, step-parents, grandparents, extended family, babysitters, siblings and any others known to us who may be involved in activities or communication related to Corpus Christi Primary School and for any person described above or in the Code will therefore be party to the Code.

**Please complete and sign below;**

Parent / Carer 1	Parent / Carer 2
Full Name .....	Full Name: .....
Signature: .....	Signature: .....
Date: .....	Date: .....
Child/ren's Name/s: ..... ..... ..... .....	Grade: ..... ..... ..... .....

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