



# Parent and Community Member Code of Conduct

## *The Parent and Community member Code of Conduct aims to:*

- Maintain a safe and harmonious environment where staff and parents work together to improve the learning and wellbeing of young people
- Ensure the safety and wellbeing of students staff and parents are upheld
- Maintain confidentiality and respect the privacy of all key stakeholders in our school community
- Foster an environment of collaboration amongst staff, students, parent and the community
- Embrace a school that is respectful of cultural diversity

**At Picton High School, we welcome parents and visitors. Parents and visitors at our school must comply with Work Place Health and Safety requirements where they relate to the safety of young people and school staff. All people visiting the school are required to sign in at the office and wear a visible visitor's card.**

## *Parents and community members are expected to:*

- Be a positive role model to students
- Make an appointment to organise a formal meeting with any staff member including the Deputy Principals or Principal
- Speak and act in an appropriate manner, which is responsible, respectful and calm. This includes on the phone, in emails and in person. When communicating with staff, parents are expected not to use language that is loud, abusive, threatening or derogatory
- Not take photographs or videos of students at school or at school events, apart from their own child. There are often legal reasons why parents do not want photographs of their children to be taken by other parents
- Place their electronic devices on silent mode at official meetings and school functions
- Contact the front office to organise to speak to their child during class time not call them on a personal mobile phone. This avoids disruption to teaching and learning in the classroom
- Not write offensive messages through the use of social media that damages the reputation of Picton High School and its staff and/or students including writing these types of comments on the pages of their own child or other students.

The school has the right to enforce Unauthorised entry onto departmental premises - update - Inclosed Lands Act (revised March 2018) on any person who behaves in an inappropriate manner when entering the school grounds. Refer to:

[Legal Issues Bulletin: 58 Unauthorised Entry onto Departmental Premises](#)

- Parents and caregivers should make other family members and emergency contacts aware of this code
- All visitors must comply with all reasonable staff members instructions and follow their direction in the case of an emergency
- Any formal concerns will be dealt with in accordance with the Department of Education's School Community and Consumer Complaint Procedure. Refer to:  
[School Community and Consumer Complaint Procedure](#)
- All visitors must comply with laws relating to schools and Inclosed Lands. This includes but is not limited to; not entering school grounds under the influence of alcohol or illegal drugs, not smoking on school grounds and entering the grounds without following sign in procedures. This includes entering the school grounds during bus arrivals and departures. Parents must see the Deputy on duty to access their child from the bus duty area and must not attempt to speak to other students on school grounds.

This code was endorsed by the Picton High School P&C Association 2017, this code may be updated at any time and the new version will be placed on the school website.

These procedures are part of the school's three yearly review cycle.

Tuesday, 23 October 2018