



Review Date: 2014

Revised:

Code of Conduct School Parents and Volunteers

Parents and Volunteers have a significant role in the work of the school. Parents and volunteers have an integral part to play in providing a safe and enjoyable environment for young people.

Parents and volunteers are expected to follow the principles of:

- Safety
- Respect
- Support
- Ethical Communication
- Ethical Conduct

Parents and 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 the classroom teacher or school administration when confronted with a situation which you are unable to contend with or is beyond your role and responsibility.

Parents and volunteers should treat students and staff with respect:

- Respect the rights of individuals and maintain a high level of confidentiality.
- Treat everyone with courtesy, sensitivity, tact, consideration and humility.
- Assist in the creation of a supportive Christian environment where safety, security, acceptance, inclusiveness and justice exist.
- 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 in regards to the execution of their duties and responsibilities.
- Report any illegal activity to the school's administration or school protection contact officers.
- As a parent/volunteer, you must follow all instructions from the staff and school administration. You should NOT engage directly with students but refer all concerns to school administration.

Parents and volunteers should use positive communication skills when engaging with students:

- Acknowledge the needs and concerns of the individual.
- Practise effective listening eg 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.

Code of Conduct for Parents

- Be judicious in making physical contact with young people.
- Stay calm and relaxed.
- Be clear and consistent.
- Use non-discriminatory respectful and non-judgemental language.
- Seek advice whenever appropriate.
- As a parent/volunteer, you must follow all instructions from the staff and school administration. You should NOT engage directly with media representatives, but refer all enquiries to school administration.

Parents and volunteers must not:

- Smoke and use tobacco products while on duty (all Catholic school and colleges are smoke free).
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess or be under the influence of illegal drugs at any time.
- Verbally harass or abuse any person or use profanity while volunteering.
- Utilise your position as a volunteer to take advantage of any young person.

Any breach of this 'Code of Conduct' will be dealt with by the School Principal in the first instance.

Rights & Responsibilities

All members of the school community have:

RIGHTS	something to which you are entitled
RESPONSIBILITIES	things you should do for others and yourself without being asked

These are listed below:

RIGHTS	RESPONSIBILITIES
Communication Everyone has the right to speak and to be heard	<ul style="list-style-type: none">• To listen to others• To seek others' opinion• To allow others to have different opinions
Treatment Everyone has the right to be treated with respect	<ul style="list-style-type: none">• To respect others and their property• To earn others' respect by your actions• To respect school property and the property of others• To treat others fairly
Education Everyone has the right to be educated	<ul style="list-style-type: none">• To learn• To allow others to learn• To allow others to be different• To show respect for others' views
Safety Everyone has the right to feel safe	<ul style="list-style-type: none">• To create a safe environment• To act in a way to ensure the safety of others