



Introduction

Thank you for volunteering your time, skills and efforts here at Eureka Public School. There are numerous roles that parent, volunteers can be involved in, to support the school in its core operation of improving learning outcomes of students.

Volunteers who are parents or close relatives of children at our school need to provide the school office with a 100 point identification check and a completed Appendix 5 or a current WWCC number.

Parent volunteers are one of the greatest resources a school can have – with numerous benefits for the school and for parents including:

Benefits for school:

- To offer better prepared, more individualised programs to each student
- To offer better services and facilities (such as canteen, uniform and second-hand books)
- An active parent body is an essential part of a vibrant, positive school climate.

Benefits for our students:

- They see their parents helping the school and they realise that it is important to all of us
- They see adults working together effectively and interacting in friendly, positive ways and follow the example
- They feel really special when their Mum, Dad, or carer are helping in the school

Benefits for parents:

- An opportunity to be actively involved in your child's education
- Build a strong, positive relationship with your child's teacher
- Learn the skills which can, in turn, assist you in helping your child.
- Well informed about what's happening at the school and in your child's class

Rationale

The staff of Eureka Public School is committed to providing a safe learning environment that enhances the physical, educational and social development of our students. The contribution of visiting members of the school community is an integral part of our school and is highly valued.

The Parents, Carers and Visitors Code of Conduct has been developed in accordance with the N.S.W. Department of Education and Training's guidelines and ensures that everyone who visits the school site is able to do so in a safe and harmonious manner and ensures that students, staff, parents, carers and other visitors are not subjected to aggressive, hostile or violent behaviours.

It is expected that parents/carers and visitors may need to approach the school in order to:

- Discuss the progress, engagement or well-being of their child;
- Express concern about actions of other students;
- Enquire about school policy and practice;

- Engage with in-school/excursion activities e.g., class/year groups assistance with reading/numeracy; P.E. etc., following an invitation/enquiry for assistance from staff;
- Convey information about change of address, custody details, health issues etc.;
- Express concern about actions of staff.

The purpose of this Code of Conduct is to set out the standards of behaviour expected of those who visit the school and to detail the necessary procedures that will help solve issues as soon as possible so that a safe and harmonious school environment is maintained.

Code of Conduct for parents, Carers and Visitors

All parents/carers and visitors are expected to:

- Treat all persons associated with the school with respect and courtesy;
- Ensure their child/children are punctual to class every day;
- Vacate the school grounds once classes commence;
- Sign in at the office if assisting in class, canteen, the library, computer room etc;
- Direct their child to the play area monitored by duty teacher as students are under the supervision of staff if waiting in the school grounds until classes commence;
- Monitor all pre-school children who must stay with the accompanying adult at all times (this includes any school special event such as Open Days and P&C Discos);
- Make mutually convenient appointments to obtain and interview with school staff. Teachers and visiting staff are not available during teaching time;
- Allow staff to supervise, investigate incidents and manage students without interference;
- Discuss issues of concerns about the school, staff, other parents or students through the correct school and DEC procedures;

Formal Complaints

If a parent wishes to lodge a formal complaint this needs to be specified to the Principal so the required Departmental procedures can be followed.

A copy of the Complaints Handling Guidelines is at: www.det.nsw.edu.au/policies

Procedures for Volunteer Helpers

Throughout the school year, teachers need volunteers to assist in classrooms, school programs, performing arts, P&C initiatives and sports programs and / or other school initiatives.

Volunteers assisting with school activities do so on the understanding that they:

- be outstanding role models for all students
- sign in at the office before and after helping in the classrooms
- have completed Appendix 5 with 100 point check on file or a WWCC number.
- work under the professional direction and supervision of staff, following all school and DEC policies.
- allow the teacher to deal with discipline issues
- maintain confidentiality at all times
- report any issues of concern to teachers (and not directly intervene)
- speak in a kind and friendly way to all students, be fair and maintain a rapport with students based on mutual respect.
- contact the teacher if they are unable to attend via phone call or a note

Procedures for Volunteer Helpers (Cont..)

- be properly attired for the day: at camp, on excursion or helping in the classrooms
- help in classrooms other than their child's classroom
- turn off their mobile phones or leave them in silent mode while helping in the classroom
- leave younger child(ren) with a carer while helping in the school
- focus their attention in helping the students assigned to them
- follow the schools fire evacuation plan

Parent Volunteers have the right to expect:

- work to be prepared and organised by the teachers
- good manners and acceptable behaviour from students
- to be treated with respect
- support by the teachers
- the teachers to deal with discipline that arises
- to be informed of the tasks expected of them
- to be notified if sessions are cancelled or the timetable has changed

Confidentiality is of primary importance.

All parents/ carer volunteers are not to discuss any information they obtain at school with anybody, other than classroom teacher or the Principal.

Any parent/carer or volunteer not fulfilling these requirements may be excluded from the volunteer program.

Please note: At no time should any parent, carer or visitor directly approach another person's child.

Your cooperation is sought and greatly appreciated, so that we all maintain a safe and harmonious and happy learning environment for every student and staff member at Eureka Public School.

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