

PARENT/CARERS & VOLUNTEERS CODE OF CONDUCT

Kongorong Primary School & CPC requires all volunteers and visitors in the school to operate in the following manner:

- Please report to the front office and sign the visitor's book when arriving and departing the school if your stay will be longer than 20 minutes.
- Accidents and First Aid requirements must be reported to the Front Office and dealt with by the school Senior First Aid Officer(s).
- Smoking and/or drugs are not permitted on the school grounds at any time. Any visitors under the influence of alcohol or drugs are not permitted on school grounds.
- Vehicles, other than those with prior permission, are not to be driven in the yard when children are present.
- Use appropriate language, be respectful to all staff, students and other parents and dress accordingly to being in a workplace where students of a primary age are present.
- Report immediately to the Principal any unsafe practices, conditions or equipment which may be hazardous to you or to others.
- A continuous bell requires all students and adults to congregate on the school oval.
- A series of 3 short blasts of the bell requires all students and adults to congregate in the Teacher Preparation Area (Last Resort Refuge).
- All animals are prohibited from school sites without prior arrangement.
- If your child arrives late or needs to leave during school hours please inform the school via a note or phone/text message. The student sign-in book in the front office must be signed by parent/carer.
- If you wish to collect children other than your own during school hours we require a note, verbal communication or text message from that child's parent/carer before we will allow them to leave.
- If transporting children other than their own, drivers are required to:
 - Obtain permission from that child's parent/carer.
 - Hold a current drivers licence.
 - Have comprehensive Motor Insurance.
 - Be able to seat all passengers in a seat belt and any required child safety seats.
- Become familiar with and utilise the School Grievance procedure to ensure problems and concerns are dealt with appropriately.
- Teachers and SSO staff are available during school hours to answer any questions you may have. Please make an appointment to see staff during these hours. In the case of an emergency the Principal may be contacted on the school mobile.

Other issues for all volunteers and visitors to make part of their daily practise while on school grounds are:

Confidentiality

Confidentiality is expected from any parent/volunteer or visitor to our school. We ask that you:

- Respect that all children are at different stages of their learning. They learn at different rates and comparisons can often be detrimental to successful learning.
- Our staff have their own work space where often there are confidential documents. Please ask before accessing anything from teacher or SSO desks, filing cabinets or resource areas, staff room and office.
- If you observe a student experiencing difficulty in learning and behaviour, please allow the teacher to make contact with that child's parent. It is part of the Behaviour Code that parents are contacted at certain stages of the discipline process.
- We strongly encourage you to discuss any problems with your child's teacher or the principal. However, during school time our priority is with the children and we appreciate you making an appointment to discuss issues.