

# **Australian Islamic College**

## **Parents, Caregivers, Visitors & Volunteers Code of Conduct**

Australian Islamic College aims to support all parent/caregivers in the education of their son/daughter. The Parent/Caregiver, visitors and volunteers Code of Conduct is intended as a guideline to ensure mutual understanding of our expectations.

One of the best ways children learn appropriate behaviour is through example and so it is important that parents/caregivers, visitors, and volunteers display appropriate behaviour to create a positive environment where everyone is valued.

This code of Conduct also ensures that everyone who visits the school site can do so in a safe and friendly manner. It also ensures that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.

Please note: No Parent/Carer is permitted to directly approach another person's child

The school will deal with issues between students as part of the school's Behaviour policy. In very rare cases where people wishing to express concerns do so in an aggressive, threatening or violent manner, the Principal (or nominee) has the legal authority to:

- ✓ Direct the person to immediately leave the grounds.
- ✓ Call the police to remove the person should he/she refuse.
- ✓ Withdraw future permission (by letter) for the person to enter the grounds without permission of the Principal.
- ✓ Seek further legal avenues.

### **When visiting the school Parents/Carer, Visitors and Volunteers are expected to:**

- Respect and comply with reasonable requests and directions from the principal and other members of staff;
- Support staff in maintaining a safe, secure and respectful learning environment for all students
- Raise any behavioural, bullying or peer group issues with a member of the teaching staff and hand over the responsibility to deal with these issues to that teacher
- Maintain absolute confidentiality of any information they obtain at school (information obtained at school can be discussed with classroom teachers or the principal)
- Refrain from either speaking to or disciplining a child who is not theirs. In all instances, the behaviour of school children that is of concern to a parent must be raised with either classroom teachers or the principal
- Refrain from taking students' photographs

# **Australian Islamic College**

## **Parents, Caregivers, Visitors & Volunteers Code of Conduct**

- Work in partnership with the school to enhance the learning outcomes, well-being, and conduct of their child
- Raise any concerns about their child's learning, conduct or wellbeing privately with the class teacher, behaviour coordinator or principal – preferably by appointment;
- Respect that the priority of school staff is the welfare and education of all children in the school;  
Therefore:
  - Refrain from interrupting or distracting a teacher while classroom activities or learning activities are underway;
  - Be aware that the time available for staff to meet with parents 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.

Be advised that volunteering at school does not guarantee any future employment with the school.

Appreciate that school staff is unlikely to respond to emails or telephone calls immediately. The school accepts that responses within two working days are acceptable and responses will not be made outside of working hours or during school holidays, except an emergency.

### **Confidentiality is of prime importance**

**All Parents/Carers/Volunteers are not to discuss any information they obtain at school with anybody, other than classroom teachers or the principal.**

Any Parent/Carer/Volunteer not fulfilling these requirements may be excluded from the volunteer program. Your cooperation is greatly appreciated in making our school a safe and harmonious place.

March 19, 2018