

CODE OF CONDUCT FOR CARERS

Date: 10 June 2015

<p>Code of Conduct for Carers</p>	<p>“Carers” means all family members including parents, step-parents, grand parents, extended family members, guardians and babysitters.</p> <p>There is a separate Code of Conduct for:</p> <ul style="list-style-type: none"> • staff (regulated by the Department of Education of Western Australia; see: http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/guidelines/code-of-conduct1.en?cat-id=3457094); and • students.
<p>Aim</p>	<p>This Code of Conduct specifies a set of general principles to guide Carers in:</p> <ul style="list-style-type: none"> • their interaction with school staff, School Board members, students and other Carers; • their conduct on school grounds (including on the school verandah, school offices and classrooms) and when representing the school; and • the manner in which they can direct their queries or concerns.
<p>General Principles</p>	<p>See the tables below:</p> <ul style="list-style-type: none"> • Table A: Interaction with school staff, School Board members, students and other Carers; • Table B: Conduct on school grounds; and • Table C: Manner in which to direct queries or concerns.

<p>What Carers can expect from the school</p>	<p>The school will:</p> <ul style="list-style-type: none"> • take seriously any concerns brought to its attention and will respond promptly to achieve resolution; • deal with concerns in an open, fair and sensitive manner; • treat Carers with courtesy and respect; • preserve confidentiality when dealing with queries and concerns; • follow up on anonymous queries or concerns only if enough information is provided for the Principal to conduct such follow up; and • act in accordance with the policies or procedures of the school and those prescribed by the Department of Education of Western Australia.
<p>What the school can expect from Carers</p>	<p>The school expects Carers to:</p> <ul style="list-style-type: none"> • interact with the school with courtesy and respect; • raise any queries and concerns in a calm and reasonable manner • maintain confidentiality when dealing with queries and concerns, especially where they pertain to school staff, School Board members, students and other Carers; and • practise the “48 hour rule” (except in cases of emergency). As Carers, sometimes it is important to step back and allow the student to problem find and problem solve for themselves and thus build resilience and independence.

<p>Consequences of Breach</p>	<p>A Carer, a member of school staff or a student may notify the Principal of a breach of this Code of Conduct. The Principal may investigate the complaint and if satisfied that a breach has occurred:</p> <ul style="list-style-type: none"> • provide confirmation that a breach has occurred and a warning that a further breach will not be tolerated; • determine whether a breach may be rectified by the Carer making a private or public apology to an individual or a group of individuals; • direct the person to immediately leave the school grounds and/or call the police to remove the person if the person refuses; • refuse the person permission to enter the school grounds in the future, or for a specified time, commensurate with circumstances; or • seek further legal avenues.
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Table A: Interaction with school staff, School Board members, students and other Carers

<p>Communication</p>	<p>Bring issues and concerns to the attention of the school staff as soon as possible in order that they can be addressed in a timely fashion.</p> <p>Use courteous and acceptable written and spoken language in communication.</p> <p>A face-to-face meeting is the preferred way to address major or complex issues and concerns. Any emails requesting a meeting will be attended to promptly, but if received after hours, will be responded to on the next school day (except in cases of emergency). Please note that staff emails may not be checked after school hours and in cases of emergency, please call 93863710.</p> <p>Refrain from using profane, insulting, harassing, aggressive or otherwise offensive language.</p>
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Ethical Conduct	<p>Act in the best interest of students, their families, staff members and the school.</p> <p>Do not engage in malicious or judgmental gossip and ensure what is said about others is fair and truthful. Maintain confidentiality when dealing with queries and concerns, especially those pertaining to school staff, School Board members, students and other Carers.</p> <p>Do not engage in bullying behaviour, whether personally, via email (individually or in a group) or via social media.</p>
Respect	<p>Respect the rights, religious beliefs and practices of individuals and their families.</p> <p>Refrain from behaviour that constitutes harassment, discrimination or vilification.</p>
Support	<p>Work in partnership with the school to enhance learning outcomes for students.</p>

Table B: Conduct on school grounds

Interact civilly with students, other Carers and school staff at all times
Refrain from using profane, insulting or offensive language or conduct
Dress appropriately
No smoking or using illegal substances in and around the perimeter of the school
Do not attend school grounds if intoxicated
Unless otherwise consented to by the Principal, do not possess on school grounds alcohol or non-prescription drugs
Do not speak to a student who is not your child about their behaviour (unless it is in the case of an emergency) or discipline a student that is not your child

Table C: The General Principles on the manner to direct queries or concerns

General Overriding Principle: The Principal and Deputy Principals practise an open door

policy and Carers are welcome to contact them at any time during school hours. It is preferred that contact with class teachers or specialist teachers are by appointment.

Queries/ Concerns	Appropriate Action
Query regarding academic progress of your own child	Contact class teacher or specialist teacher (as relevant) Continuing concerns to be directed to the Deputy Principal or Principal
Concerns regarding the welfare of your own child	Minor issues: Contact class teacher Serious issues: Contact Deputy Principal or Principal
Concerns regarding the welfare of a student that is not your own child	Contact Principal
Concern regarding the actions of other students	Minor issues: Contact class teacher Serious issues: Contact Deputy Principal or Principal
Concerns regarding the actions of a school staff member	Contact Principal
Concerns regarding the actions of another Carer	Contact Principal
Query regarding a school policy or practice	Contact Deputy Principal or Principal Ongoing concerns to be directed to a member of the School Board

