



Parents, Visitors & Volunteers Code of Conduct

Version 2.3

Prepared by	Garry Binks
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Version History

Version	Date	Notes
Draft 1.0	17-08-15	Draft Document for Board Approval
Draft 2.0	04-09-15	Draft Document for Board Approval
2.1	02-11-2015	Reviewed and Adopted
2.2	June 2017	Amended to include volunteers and confidentiality with photos/videos; Mission Statement updated
2.2	Jan 2020	Reviewed – no changes.
2.3	July 2023	Scheduled review. Updated Mission Statement & Policy references.

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Our Vision

*A Christ centred learning community
exploring and impacting on God's world*

Mission

To assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, academically rigorous and culturally relevant education that instils a sense of identity, purpose and hope in students that equips them to live for God's glory.

Important related documents:

- Richmond Christian College Child Safe Framework
- Richmond Christian College Work Health & Safety Policy

1 INTRODUCTION

Richmond Christian College welcomes the many parents and visitors to the School and values their contributions. The Code of Conduct for Parents, Visitors and Volunteers is to ensure that the School is a safe and productive environment for children and staff, as well as other visitors to the site.

The partnership of parents, wider family and community members is integral to the School's vision and mission. The cooperation of parents and visitors is essential in supporting the values and standards of the School and strengthening the School community.

2 CHRISTIAN RATIONALE

Behaviour which is acceptable in the School reflects the love and compassion of Jesus and His treatment of all people with dignity and honour. Do to others as you would have them do to you. (Luke 6:31)

Visitors to the School are requested to comply with behaviour that demonstrates respect for other people and for the authority of the School and sets a Christ-like example for students.

3 PURPOSE OF THIS DOCUMENT

This document sets out guidelines for the harmonious inclusion of parents, visitors and volunteers into the life of the School, including the provisions of the Inclosed Lands Protection Act (1901).

This Code of Conduct is for parents, visitors and volunteers to ensure that everyone who visits the school site is able to do so in a safe and harmonious manner. The aim of the Code is to ensure that students, staff, parents, volunteers and other visitors are supportive of the school's vision and goals and that their behavior models their support to the students.

4 WHO MUST COMPLY WITH THIS DOCUMENT

The School's Principal is responsible for ensuring:

- all parents, visitors and volunteers must comply with the Code of Conduct set out in this document.
- all relevant people are aware of the requirements of the Code.

5 CODE OF CONDUCT FOR PARENTS/ VISITORS/VOLUNTEERS

Parents, visitors and volunteers are expected to:

- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed (**See School Information Booklet**)
- Treat all persons associated with the school with respect and courtesy.
- Discuss issues or concerns about the school, staff or students through the correct procedures. If you have problems with a teacher, please follow the “How to Make a Complaint” information contained on the school website.
- Make appointments in advance.

Volunteers are welcome in the school. All volunteers must sign and return the Code of Conduct to indicate their agreement and provide a current Volunteer Working with Children Check clearance which will be verified with the Office of the Children’s Guardian.

The school appreciates the support of volunteers to the school and expects they would:

- Speak positively about the school to other parents, students and staff.
- Maintain confidentiality about all students’ behaviour and academic progress.
- Maintain confidentiality about all student photographic/video records; not reproducing or keeping any photographic or video media without the Principal’s permission.
- Respect and support staff in their role within the school.

Please note that any person contravening this Code of Conduct is advised that the provisions of the Inclosed Lands Protection Act (1901) and its Amendments will be followed if any of the following occur:

- actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities.
- behaviour in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors.
- use of offensive language in the presence of students, staff, parents or other visitors to the school.
- any interruption to the learning environment of the school such as entering classrooms without permission.

The cooperation of all parents and visitors to the School grounds is essential in maintaining a safe and happy school.

I, (Full Name) _____ (Date of Birth / /)
acknowledge I have read and agree to comply with the Parents and Visitors Code of Conduct. My Working with Children
Check Clearance No is

Signed: _____ Date: _____