



St Anthony's School, Dimbulah

CODE OF CONDUCT SCHOOL PARENTS and VOLUNTEERS

Parents and Volunteers have a significant role in the work of the school. Parents and volunteers have an integral part to play in providing a safe and enjoyable environment for young people.

Parents and volunteers are expected to follow the principles of:

- Safety
- Respect
- Support
- Ethical Communication
- Ethical Conduct

Parents and volunteers should think and act safely:

- Put safety first in all activities
- Follow the safety procedures outlined in the school's operational guidelines to the best of your ability, as outlined in the volunteer induction process
- If a direct threat is identified, assist in the evacuation of the area and/or situation as quickly as possible
- Contact and report to the classroom teacher or school administration if clarification or assistance is required to complete a task

Parents and volunteers should treat students and staff with respect:

- Respect the rights of individuals and maintain a high level of confidentiality
- Treat everyone with courtesy, sensitivity, tact, consideration and humility
- Assist in the creation of a supportive Christian environment where safety, security, acceptance, inclusiveness and justice exist
- Respect the cultures, beliefs, opinions and decisions of others although you may not always agree
- Take instruction from and not obstruct the responsible staff member in any way in regards to the execution of their duties and responsibilities
- Report any illegal activity to the school's administration or school protection contact officers
- Parents/volunteers, should follow all instructions from the staff and school administration. Students should never be approached in an aggressive or violent manner

Parents and volunteers should use positive communication skills when engaging with students:

- Acknowledge the needs and concerns of the individual
- Practice effective listening eg ask open questions, be alert to non-verbal communication, stay calm and relaxed
- Be aware of the young person's physical space
- Be aware of your own body language

- Be judicious in making physical contact with young people
- Stay calm and relaxed
- Be clear and consistent
- Use non-discriminatory respectful and non-judgemental language
- Seek advice whenever appropriate
- As a parent/volunteer, you should follow all instructions from the staff and school administration. You should not engage directly with media representatives, but refer all enquiries to school administration

Parents and volunteers must not:

- Smoke and use tobacco products while engaged in school events (all Catholic school and colleges are smoke free)
- Use, possess, or be under the influence of alcohol at any time while volunteering
- Use, possess or be under the influence of illegal drugs at any time
- Verbally harass or abuse any person or use profanity while on school property
- Utilise your position as a volunteer to take advantage of any young person

Any breach of this 'Code of Conduct' will be dealt with by the School Principal in the first instance.

RIGHTS & RESPONSIBILITIES

All members of the school community have:

RIGHTS something to which you are entitled

RESPONSIBILITIES things you should do for others and yourself without being asked

These are listed below:

RIGHTS	RESPONSIBILITIES
<p>Communication Everyone has the right to speak and to be heard</p>	<ul style="list-style-type: none"> • To listen to others • To seek others' opinion • To allow others to have different opinions
<p>Treatment Everyone has the right to be treated with respect</p>	<ul style="list-style-type: none"> • To respect others and their property • To earn others' respect by your actions • To respect school property and the property of others • To treat others fairly
<p>Education Everyone has the right to be educated</p>	<ul style="list-style-type: none"> • To learn • To allow others to learn • To allow others to be different • To show respect for others' views
<p>Safety Everyone has the right to feel safe</p>	<ul style="list-style-type: none"> • To create a safe environment • To act in a way to ensure the safety of others