



# Kincumber Public School

## Parent and Community Code of Conduct Plan

**Key Accountability: School and Community Partnerships**

**Departmental Policy References:** (refer to the hyperlinks in the rationale)

**Next review date:** Term 2, 2025

### Purpose

The aim of this plan is to provide school community members with guidance to ensure that they are aware of the expectations of the school and their responsibilities to ensure that everyone who visits or communicates with (or about) the school and its staff and students, is able to do so in a safe and respectful manner.

### Rationale

At Kincumber Public School, we expect our school community to:

- recognise every student is important to us
- contribute to a positive school culture
- work together with staff to resolve issues or concerns
- respect people's privacy
- understand that in all workplaces, people have the right to feel safe and respected.

Unacceptable and offensive behaviour has no place in our school. Parents and other visitors to schools support safety by ensuring their communications and conduct at the school and school activities is respectful.

These school operating guidelines should be read in conjunction with the DoE policy [The School Community Charter](#), [Code of Conduct](#) and [Behaviour Code for Students](#) and the school's [Volunteering Plan](#).

The principles of this plan include that:

- The NSW Department of Education's Code of Conduct applies to all staff members. The Code obliges employees to be accountable for their professional and personal conduct, including to manage conflicts of interest.
- The School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools. The charter seeks to ensure our learning environments are collaborative, supportive and cohesive.
- Student behaviour is addressed in the Behaviour Code for Students and is reflected in the school's expectations and associated School Behaviour Support and Management Plan.
- SafeWork NSW has a Code of Practice for Managing psychosocial hazards at work under section 274 of the Work Health and Safety Act 2011 (WHS Act) to manage exposure to psychosocial hazards and risks to psychological and physical health and safety at work.

- The NSW DoE “Expectations for Digital Communication Procedures” gives school staff direction and guidance on the department’s expectations on managing work-related communication and digital technologies outside of school operating hours.
- The NSW DoE has clear processes for addressing concerns and [raising complaints](#).

Parents and other visitors to schools support safety by ensuring their communications and conduct at the school and during school activities is respectful.

It is important to note that parents and carers also have responsibilities under Safe Work and Education Act legislation and that the school takes a risk management approach to managing conduct that impacts school operations and the health and wellbeing of its staff.

### Implementation

This plan applies to school endorsed activities, both onsite and offsite, communications with school staff in person, on the phone and online. It applies to a range of situations, such as when managing family law orders, selecting sports teams students to represent the school, school leaders, volunteering, allocating students to classes and when raising complaints about school processes or personnel.

Unacceptable behaviour may include, but is not limited to:

- Online criticism of students, staff or the school.
- Approaching students regarding behaviour or conflict.
- Breaching of court orders.
- Hostile or aggressive interactions in person, on the phone or online including threats or ultimatums.
- Use of prohibited substances at school or on school activities.
- Not cooperating with the directions of school staff, particularly those where student safety and child protection are impacted.
- Any actual physical or threatening assaults of students, staff, parents or community members at the school or during school activities/excursions.
- Behaviour in a manner 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 (i.e. swearing) in the presence of students, staff or other visitors to the school.
- Any interruption to the learning environment of the school, e.g. entering classroom without permission or approaching staff while they are teaching, managing/supervising students, or in conversation with others.
- Persistent entry to the school site without permission or legitimate reason.
- Refusal to leave the school when directed.
- Recording staff or students with any device such as a smartphone/ smartwatch or other device either in person or remotely.

Community members should consider that actions that are deliberate, repeated and intended to cause harm, including reputational damage to staff or the school, may be considered as bullying or

defamation and the school will seek advice from its Legal Services unit to manage it. Individual staff can also seek support from their relevant professional or industrial associations.

When behaviour from a member of the school community is unacceptable, it is entirely permissible for the school to limit the communications, access and interactions that a person has to the school's activities, communication systems, grounds etc to manage future risk.

**General risk management approaches** include that at Kincumber Public School:

- No permission is given for the recording of any in person, phone or online meeting or conversation.
- Staff members will invite a note taker to attend meetings to document information and actions where necessary.

**Other actions could include:**

- Limiting, or requiring, contact with specific staff, at specific times or specific forms of communication.
- Reporting to the Adult Cyber Abuse Scheme managed by the Office of the e-Safety Commissioner.
- Restricting access to school grounds or activities.
- Issuing "cease and desist" notifications.
- Implementing the Inclosed Lands Protection Act.

### **Specific expectations**

Unless alternate advice has been communicated from the school, parents and carers must follow the directions of staff and:

- Allow staff to supervise, investigate and manage students without interference.
- Follow the school's procedures for volunteering, including attending an annual induction.
- Enter via the main gate in Kimbarra Close and remain in the designated waiting areas between 8:20am and 8:50am and from 2:30pm for drop off and pick up.
- Enter via the main gate in Kimbarra Close and sign in at the office using the QR code or concierge device between 8:50am and 2:40pm for other reasons.
- Ensure clothing conforms to community standards.
- Proceed to other areas of the school after signing in, with approval and a visitor's badge only.
- Follow the school drop off and pick up procedures including adhering to the posted signage about parking and directing students to the supervised playground.
- Phone the office to request an appointment so that staff can manage the range of duties they have, including meetings, playground duties, lesson preparation etc. Provide brief details of the reason for your request so that the right person can get back to you.
- Raise concerns with the right person. Office staff taking phone calls or forwarding emails will inform of the correct contact.
- Accompany students to the office when late to explain their absence.
- Directly supervise accompanying pre-schoolers, particularly in whole school events, and expect that school staff will intervene if required.



- Obtain consent from staff and any student's parents/carers before publishing any photos or videos recorded at school events on any online platform.
- Use the parent portal or school email to communicate non-urgent information or questions to class teachers only and call the school for urgent matters such as medication advice, family emergencies, changes of routine etc. between the school office hours of 8:20am – 3pm.
- Outside of these hours, the parent portal or email must not be considered an instant messaging service and should not be used for very important and time-bound communication as teachers only monitor this as their working and personal schedules permit.

Please direct enquiries regarding this plan to the school office in the first instance.