



JOHN EDMONDSON HIGH SCHOOL

Code of Conduct for Visitors and Parents

Rationale

Procedures

Parents and visitors are expected to:

- Treat all persons associated with the school with respect and courtesy
- Make appointments in advance of expecting to obtain an interview
- Allow staff to supervise and manage students without interference
- Never approach students in the school with a view to making allegations against or threatening students
- Discuss issues or concerns about the school, staff or students through the correct procedures (as outlined below)
- Follow school procedures governing entry and behaviour on school grounds.
- Always use language that is appropriate in the presence of students, staff or visitors.
- Please note that it is a work health and safety requirement for all persons entering onto the school grounds to first obtain a visitor's pass from the Administration Office.

Occasionally parents or guardians may need to approach the school in order to:

- Discuss the progress, health or welfare of their own child(ren), or family issues
- Express concern about alleged actions of their own child(ren) or other students
- Enquire about school policy or practice
- Express concerns about the alleged actions of staff or volunteers.

CONCERN	APPROPRIATE ACTION
Concern regarding academic progress of own child	<ul style="list-style-type: none">• Directly contact the child's teacher by note, email or by phone to detail concerns and/or arrange an appointment. For concerns across a range of subjects contact the Year Adviser
Concern regarding the welfare of own child	<ul style="list-style-type: none">• For minor issues, directly contact your child's Year Adviser.• For more serious concerns, contact either the Head Teacher Welfare, Counsellor or Deputy Principal to organise an interview.• To convey information about change of address, phone no., emergency contact, custody details, health issues etc, please contact office staff.

Actions of other students	<ul style="list-style-type: none"> • Contact the Year Adviser for minor or mid-range matters or the Deputy Principal for more serious issues.
School Policy or Practice	<ul style="list-style-type: none"> • Contact Office. State nature of concern and make an appointment to see the Deputy Principal or Principal. • P&C meetings can also be a forum for consideration of policy.
Actions of a staff member	<ul style="list-style-type: none"> • For initial and/or minor matters, contact the Head Teacher of the staff member concerned to clarify concerns. • For more serious matters, contact the Deputy Principal or Principal and detail concerns and/or arrange for an appointment.

In those cases, where people wishing to express concerns do so in an **offensive, aggressive, threatening or violent manner**, the Principal (or nominee) has the legal authority to:

- Terminate any phone conversation or meeting
- Direct the person to **immediately leave** the school grounds
- Call the Police to remove the person should he/she refuse
- Withdraw permission (by letter) for the person to enter the grounds without the Principal's permission and/or subsequently limit that person's contact with school staff.
- Seek further legal avenues.

Your cooperation is sought in maintaining an effective, safe and happy school.

This policy has been developed in consultation with staff and the school's Parents and Citizens Association.

March 2018