



**Emmaus
Christian
School**

Code of Conduct for Parents, Visitors & Volunteers

General Policy GEN3-5 HR

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General Policy GEN1-1

Code of Conduct - Parents, Visitors & Volunteers

Prepared by	CEN
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Policy Pertains to:	All parents and visitors to the school (Including volunteers)
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Version History

Version	Date	Notes
1.0	Feb 2017	Adapted from CEN document by Wendy Morris
1.1	Mar 2017	Updated to include sign in/ sign out, renamed by W.Morris
1.2	August 2017	Updated terminology by E.Hopfsink & W.Morris
1.3	July 201	New template and logo W.Morris



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Vision/Purpose

Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God.

Values

1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person- body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instil in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us: his life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character, and find their security in the love of Christ.

Emmaus families sent a weekly Bulletin about what's happening at Emmaus in the coming week. Once a month, a more elaborate Newsletter is sent out to staff and parents. Staff will be requested to supply items for these publications at various times. Bulletins and Newsletters are emailed to parents and loaded onto the school's website.



1. Introduction

Emmaus Christian School Canberra welcomes the many parents and visitors (including volunteers) 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 people at 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 (including volunteers) 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 Christlike example for students.

3 Purpose of this document

This document sets out guidelines for the harmonious inclusion of parents and visitors (including volunteers) into the life of the School.

4 Who must comply with this document

The School's Principal is responsible for ensuring:

- compliance with the Code of Conduct set out in this document; and
- all relevant people are aware of the requirements of the Code

5 Code of Conduct for Parents/ Visitor/ Volunteers

A code of conduct for parents and visitors (including volunteers) ensures that everyone who visits the school site is able to do so in a safe and harmonious manner and to ensure that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.

Parents and visitors (including volunteers) are expected to:

- treat all persons associated with the school with respect and courtesy
- ensure their child/ children are punctual to class
- make appointments in advance of expecting to obtain an interview
- discuss issues or concerns about the school, staff or students through the correct procedures (eg GEN 2-0 Grievance & Dispute Resolution Policy)



- follow school policy governing entry and behaviour on school grounds, including any restrictions that may be imposed
- not release information in print or through discussion, without authorization and will not publicly discuss the contents of meetings or minutes.

Any parent or visitor (including volunteers) contravening this Code of Conduct or displaying any of the following behaviours may have appropriate action taken:

- actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities
- threatening students, staff, parents or community members of the school electronically or via social media
- 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 (ie swearing) 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 sought in maintaining a safe and happy school.

6 Working with Vulnerable Card (WWVP)

Parents and visitors (including volunteers), when volunteering at school are expected to display and record their WWVP registration number on the sign-in register before given access to campus.



