



**Emmaus  
Christian  
School**

# **Code of Conduct for Parents, Visitors & Volunteers**

General Policy GEN3-5 HR

Access level: Public  
Updated November 2020

## General Policy GEN1-1

### Code of Conduct - Parents, Visitors & Volunteers

Prepared by	CEN Hub
Date prepared	February 2017
Date approved by the Board:	March 2017
Monitored by	Board
Review by	Board
Review updated & approved	Nov 2020
Status	Final
Policy Pertains to:	All parents and visitors to the school (Including volunteers)
File Details:	Emmaus Sharepoint/Policies and Procedures/General Policies

#### 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.Hofsink & W.Morris
1.3	July 201	New template and logo W.Morris
1.4	November 2020	Updated by the Board



# Contents

Vision/Purpose	3	5	Code of Conduct for Parents/ Visitor/ Volunteers	4
Values	3			
1. Introduction	4	6	Working with Vulnerable Card (WWVP)	5
2 Christian Rationale	4			
3 Purpose of this document	4			
4 Who must comply with this document	4			

## 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 who attend the School.

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. The cooperation of all parents and visitors is necessary in maintaining a safe and happy school.

Parents have agreed to support the Code of Conduct as a term of their enrolment contract with the School.

## 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 expectations around the harmonious inclusion of parents and visitors (including volunteers) into the life of the School. It covers expected standards of behaviour from parents and visitors (including volunteers) in relation to their engagement with others both on site and in their communications with the School and with others about matters relating to 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 engages with the School community (whether on site, online or by other kinds of communication) 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, or other behaviours that would make them feel unsafe.

Parents and visitors (including volunteers) are expected to:



- treat all persons associated with the school with respect and courtesy
- not engage in disrespectful or rude communication with staff of the School
- follow reasonable directions from staff that relate to the day to day operation of the School
- ensure their child/ children are punctual to class and are picked up at the end of the School day
- 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) and in a manner which is respectful and seeks the speedy resolution of issues
- 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
- repeated communications where language is used that is disrespectful of staff and where a warning has been provided to cease communicating in that manner
- 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

Appropriate action could include, but is not limited to:

- conditions being placed on the manner in which the parents, visitors or volunteer is able to engage in the School community, and
- where the breach is deemed by the School to be significant, the breach shall constitute a breach of the terms of enrolment.

In determining whether there has been a breach of the Code of Conduct:

- the School is able to look at past behaviour in relation to the School, and
- the School is to put the alleged breach to the relevant parent, visitor or volunteer for their response prior to making a determination.

## 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.



