



## Australian Islamic College of Sydney

# PARENTS, VISITORS and VOLUNTEERS CODE OF CONDUCT

The staff of Australian Islamic College of Sydney are committed to providing a safe and secure learning environment that enhances the physical, educational and social development of our students. The contribution of visiting members of the College community is an integral part of our College and is highly valued (outside restriction periods).

Parents, Carers and Visitors Code of Conduct has been developed in accordance with the NSW Department of Education and Training's guidelines and ensures that everyone who visits the College site is able to do so in a safe and harmonious manner and ensures that students, staff, parents, carers and other visitors are not subjected to aggressive, hostile or violent behaviours.

### GENERAL PRINCIPLES

It is expected that parents/carers and visitors may need to approach the College in order to:

- Discuss the progress, engagement or well-being of their child;
- Express concerns about actions of other students;
- Enquire about College policy and practice;
- Engage with incursion/excursion activities e.g. class and year groups assistance with reading/numeracy; P.E, etc, following an invitation/enquiry for assistance from the College;
- Convey information about change of address, custody details, health issues, etc.
- Express concerns about actions of staff.

The purpose of this Code of Conduct is to set out the standards of behaviour expected of those who visit the College and to detail the necessary procedures that will help solve issues as soon as possible so that a safe and harmonious College environment is maintained.

## **CODE OF CONDUCT FOR PARENTS/ CAREGIVERS AND VISITORS EXPECTATIONS**

- Treat all persons associated with the College with respect and courtesy;
- Ensure their child /children are punctual to class every day;
- Vacate the College grounds after dropping their children (entry to College campus is prohibited during Covid restrictions);
- Sign in for visitor's pass from the front office if assisting in class, canteen, library, computer room, etc.; (entry to College campus is prohibited during Covid restrictions);
- Leave their child at the gate on the border of the mosque and school campus in the morning. They will be directed by teachers and senior students to the play area monitored by duty teachers as students are under the supervision of staff when in the College grounds until classes commence;
- Monitor all pre-school children who must stay with the accompanying adult at all times (this includes any College special event such as Open Days, assemblies and P&C meeting outside the restriction periods);
- Make mutually convenient appointments to obtain an interview with College staff (only phone interviews are permitted during Covid 19 restrictions). Teachers are not available during teaching time;
- Allow staff to supervise, investigate and manage students without interference;
- Discuss issues or concerns about the College, staff, other parents or students through the correct College procedures.

## **PROCEDURES FOR VOLUNTEER HELPERS**

Sometimes, teachers need volunteers to assist with College programs, excursions and sports programs and/or other College Initiatives Volunteers will only come to assist the teachers on an invitation by the Principal or a Deputy Principal (volunteers are not allowed during Covid 19 restrictions).

**Parents/carers and other volunteers assisting with College activities (outside the Covid restriction period) do so on the understanding that:**

- Teachers are responsible for the program operating within the classroom and/or College;
- Teachers have the ultimate responsibility for students under their care for the duration of their time at the College;
- They support the sensitivity and confidentiality of all students;
- Their conduct and manners should at all times be acceptable and an appropriate model for all students;
- They should sign themselves in and out of the sign in/out book at the front office when participating in College activities;
- They wear a visitors pass given in the front office as identification whilst assisting students;
- They have completed and signed the 'Working with Children Check' including the Prohibited Persons Declaration, available at the front office, before undertaking any volunteer/student assistance tasks at the College in the first instance;
- They report safety concerns, injuries or emergencies to a member of staff;
- They minimise noise or disruption to classes whilst on College grounds.

## **CONFIDENTIALITY OF PRIMARY IMPORTANCE**

***All parents and/or caregivers or volunteers are not to discuss any information they obtain at the College with anybody, other than classroom teachers, coordinators, deputy principal or the Principal.***

Any parents and/or caregivers or volunteers not fulfilling these requirements may be excluded from volunteering at the College.

**Please note: At no time should any parents and/or caregivers or visitor directly approach another person's child.**

Your cooperation is sought and greatly appreciated, so that we all maintain a safe, harmonious and happy learning environment for every student and staff member at the Australian Islamic College of Sydney.

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