



CODE OF CONDUCT FOR PARENTS, CAREGIVERS & VISITORS

Temuka Primary School is committed to providing a safe and healthy environment for students, staff, and visitors.

Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical well-being, and not harm it in any way. The school's board has set this Code of Conduct as a condition of entry. Upon enrolment, parents will read and acknowledge this procedure.

The Code of Conduct applies:

- to all conduct, action, and communication, including speech, emails, texts, phone calls, and social media
- while on school grounds or at another site where students and/or staff are assembled for school purposes (e.g. a camp or sports events).

STANDARDS OF CONDUCT

Temuka Primary School expects parents, caregivers, and visitors to:

- treat everyone with respect
- work with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- follow school procedures to handle any complaints
- adhere to school policies and procedures (such as those listed below), and any legal requirements.
- As per the Prohibition of Gang Insignia in Government Premises Act 2013, gang patches and other gang insignia are not permitted anywhere on school property.

EXAMPLES OF INAPPROPRIATE CONDUCT INCLUDES:

- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums.
- threats, bullying, harassment, intimidation
- discrimination (e.g. based on ethnicity, religion)
- offensive language and/or physical aggression
- deception/fraud
- damaging school property
- placing unreasonable and excessive expectations on staff time or resources

DEALING WITH BREACHES OF THE CODE OF CONDUCT

How Temuka Primary School deals with breaches of our Code of Conduct depends on the nature of the incident and its seriousness, and the process any witness or victim of the behaviour feels most comfortable with. Examples include:

- Documenting each instance of behaviour, including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded
- Holding a meeting with the relevant person, the principal, and/or board chair (or their delegate) or appropriate staff member to discuss the problem and possible resolution
- Issuing a warning letter that outlines the problem and required resolution, and reminds them of the possible outcomes of repeated misconduct
- Arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

OUTCOMES OF BREACHING THE CODE OF CONDUCT

If a parent, caregiver, or visitor acts or speaks in a way that contravenes the Code of Conduct, possible outcomes may include:

- The school, through the board, may ask a person to leave the school premises by revoking their permission to be on the school grounds, then asking them to leave under section 3 of the Trespass Act 1980.
- In some cases, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of that sport, event, or venue.
- All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report content or activity which breaches this. The school will also expect that any parent/carer or student removes such comments immediately.

- In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites, under the Harmful Digital Communications Act 2015. Additionally, and perhaps more importantly is the issue of cyber bullying and the use by any member of the school community to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying.
- Unacceptable behaviour of a criminal nature may result in the police being informed. For example, under section 139C of the Education Act 1989, it is a criminal offence to assault, abuse, or intimidate a staff member within the presence or hearing of any student while on school premises or in any other place where students are assembled for school purposes. Other instances of criminal offending may occur where drugs are involved, an assault has occurred, or a person persists after being trespassed off school grounds.
- In the case of behaviour amounting to harassment, a restraining order may be sought.

FURTHER INFORMATION

Supporting Policies and Procedures

These procedures are available at Temuka Primary School:

1. Employer Responsibility

- Harassment Serious, Misconduct

2. Health and Safety

- Bullying, Internet Safety and Privacy

3. Relevant legislation

- Education Act 1989, section 139C
- Trespass Act 1980, section 3
- Prohibition of Gang Insignia in Government Premises Act 2013,

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