



7.6 Parents, volunteers and visitors policy

Rationale

The staff of Sunshine Christian School is committed to providing a safe learning environment that enhances the physical, educational and social development of our students. The contribution of visiting members of the school community is an integral part of our school and is highly valued.

This policy has been developed to ensure that everyone who visits the school 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.

Aims

- To ensure that Sunshine Christian School provides a safe, caring and happy environment for quality learning
- To encourage cooperation, respect and consideration for and between all members of the school community
- To support children in their learning and development
- To allow the parents and visitors to have clear guidelines when participating in school activities
- To allow parents to have a clear understanding of their role within the school community

Implementation

Policy Statement

It is the policy of Sunshine Christian School that all volunteer helpers will require their valid Working With Children card prior to commencing their volunteer work at, or for, Sunshine Christian School. This card must be sighted and acknowledged as valid by the Principal or his / her delegate.

Guidelines

It is expected that parents/carer's and visitors may need to approach the school in order to:

- discuss the progress, engagement or well-being of their child
- enquire about school policy and practice
- engage with in-school/excursion activities e.g. class/year groups assistance with reading/numeracy P.E. etc., following an invitation/enquiry for assistance from staff
- convey information about change of address, custody details, health issues etc.
- express concern about actions of staff

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

All parents are expected to:

- read and agree to abide by Sunshine Christian School's Parent, Volunteer and Visitor Policy, Child Protection and Safety Policy and the Child Safety Code of Conduct
- treat all persons associated with the school with respect and courtesy
- ensure their child arrives at school before the commencement of class at 8.45am and is collected after class before 3.15pm
- not enter classrooms unless arranged with the teacher involved
- vacate the school grounds once classes commence unless a specific arrangement has been made with the teacher
- direct their child to the play area monitored by duty teacher as students are under the supervision of staff if waiting in the school grounds until classes commence
- make mutually convenient appointments to obtain an interview with school staff when required in order to minimize disruption to teaching and learning time
- support staff to supervise and manage students as consistent with school policies
- raise issues regarding the behaviour or conduct of another person's child with the teacher/the principal and not the child or the parent of the child in question
- not engage in gossip or slander regarding another's person's child, others parents or staff
- discuss issues or concerns about the school, staff, other parents or students through the correct school procedures. It should be noted that if a parent is seeking to make a complaint, a formal meeting must be prearranged at a mutually convenient time (refer to the *Parent Grievance Procedure* for the correct protocols)

Adherence to this policy, and all other school policies, is a requirement of enrollment of students at Sunshine Christian School. Parents failing to adhere to the above guidelines may place the enrolment of their children at the school into question.

Supporting documentation

- Child Protection Policy
- Student Wellbeing Policy
- Parent volunteers procedure

Evaluation

Policy is to be reviewed in 2020

<p><i>Date Approved: December 2017</i> <i>Origin: SCS</i> <i>Date for Review: 2020</i></p>
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