



**Emmaus  
Christian  
School**

## Code of Conduct for Parents, Visitors & Volunteers

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Growing together in faith, love and wisdom

# Code of Conduct for Parents, Visitors & Volunteers

Prepared by	CEN Hub
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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.Hofsink & W.Morris
1.3	July 201	New template and logo W.Morris
1.4	November 2020	Updated by the Board
1.5	June 2023	Updated by Lynette Hussey and Erik Hofsink
1.6	June 2025	Minor Updates



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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.



## 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 agree to abide by 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 (3.30pm)
- make appointments in advance of expecting to obtain an interview
- discuss issues or concerns about the school, staff or students through the correct procedures (e.g. 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 authorisation and will not publicly discuss the contents of meetings or minutes unless agreed to by all the people concerned.

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 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
- stealing property belonging to the School, staff, other parents and/or children
- repeated refusal to follow school directions (verbal or written)
- 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 aggressive or offensive language (e.g. swearing) in the presence of students, staff, parents or other visitors to the school
- any conduct which causes 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 way the parents, visitors or volunteer can 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.



