



MANDURAH CATHOLIC COLLEGE RULES

A CODE OF CONDUCT FOR PARENTS OF STUDENTS IN PRIMARY AND SECONDARY SCHOOL

At Mandurah Catholic College we are lucky to have supportive parents who give willing of their time to assist in areas of need in the Primary School. The College is committed to providing a safe and secure environment for all community members where we treat all people with kindness, respect and dignity.

The purpose of this document is to provide parents and volunteers with a guide to the conduct expected of them when they are representing the College in their capacity as a parent, parent helper, volunteer, visitor or guest.

GUIDELINES

- Respect the Catholic ethos of our College.
- Model respect and courtesy, especially when a staff member is giving instructions or talking with students.
- Follow instructions and seek clarification from staff in regard to College expectations, policies, procedures and rules.
- Refer all discipline matters to a staff member, including matters that involve their own child.
- Use language that is appropriate and of a standard that is expected by the College.
- Dress in presentable clothes (or those suitable for the activity) that reflect the staff level of dress.
- Volunteers and Parent helpers are to put mobile phones on silent mode for the duration of set activities, so focus can be maintained on the students and the activities in which they are participating.

SOCIAL MEDIA GUIDELINES

We understand that many community members use social media, such as Facebook, to connect with friends and relatives. As a College we also understand parents desire to make connections with the wider community and share the positive experiences their children have with their friends and family while participating in College events.

Parents need to be aware that some members of the College community may not wish information to be shared in a public online forum. All care needs to be taken and parents, parent helpers, volunteers and guests adhere to the following principles before posting information on the Internet:

- Seek permission from the staff member in charge of the activity before posting any photographs or information on Social Media web sites/web pages or the internet.
- Seek permission from the staff member in charge of the activity before emailing any photographs or information, except if that information or photograph is of their own child **only**.

CONDUCT STATEMENTS

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the College community.
5. You respect the dignity, culture, values and beliefs of each member of the College community.
6. You treat personal information about members of the College community as private and confidential.
7. You give impartial, honest and accurate information about the education, safety and well-being of students.
8. You support all members of the College community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the College community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. You act reflectively and ethically.
12. You allow students to have a voice in their education, safety and well-being.

MANDURAH CATHOLIC COLLEGE CODE OF CONDUCT FOR VOLUNTEERS – DECLARATION

I have read, understood and undertake to follow all aspects of the Mandurah Catholic College Code of Conduct for Volunteers as a condition of my providing services to the students of our College.

I understand that as a volunteer working with students I may be asked to provide suitable references that may be checked by College staff.

I understand that a violation of this Code of Conduct may result in cessation of my involvement as a volunteer.

Please sign this declaration only if you can give this assurance. You may wish to speak with the Principal about any relevant matters. If you sign the declaration when you are not in a position to give such an assurance, the College may need to ask for your volunteer services to cease.

Volunteer's Name: _____
(Please Print)

Volunteer's Signature: _____

Date: _____

College Authority: _____
(Please Print Name)

College Authority Signature: _____

Date: _____