

# Kaharoa School Code of Conduct for Parents, Caregivers, Visitors, and Volunteers



## Introduction:

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

Our Code of Conduct serves as a reminder to all parents, caregivers, visitors and volunteers that their conduct must support everyone's emotional and physical well-being, and not harm in any way. The Kaharoa School Board has set this Code of Conduct as a condition of entry and involvement with the school.

This policy will be published on the school website, and copies will be available at the school office if requested.

## The Code of Conduct applies:

- to all conduct, speech and actions, and includes emails, texts, phone calls, social media, or other communication
- while on school grounds or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match)

## Standards of Conduct:

Kaharoa School expects parents, caregivers, visitors and volunteers to:

- treat everyone with respect
- work together in partnership with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
- seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue
- follow school procedures to handle any concerns or complaints by getting in contact with the appropriate member of staff as per Concerns and Complaints Policy
- make an appointment ahead of time to discuss matters
- adhere to school policies and procedures and any legal requirements

Examples of unsuitable conduct include (this is not an exhaustive list):

- threats, bullying, harassment
- profanity/offensive language
- insulting, abusing, or intimidating behaviour
- discrimination (e.g. based on ethnicity, religion)
- physical aggression
- deception/fraud
- damaging school property
- smoking, vaping or possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol strictly in accordance with Kaharoa School policy)
- placing unreasonable and excessive expectations on staff time or resources
- placing unreasonable demands upon school staff to respond to a parental query, or expectations for staff to communicate outside of normal working hours
- pursuing an unreasonable complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students via e-mails, text/voicemail/phone messages, written communication, social media or other public forums

- wearing of inappropriate clothing with suggestive writing or graphics (e.g. drug or alcohol use, sexual or racist/discriminatory connotations)
- wearing gang insignia on the school grounds. (This is not allowed under the Prohibition of Gang Insignia legislation, and anyone wearing it will be asked to leave.)
- no parent, caregiver, or visitor will directly approach another person's child to reprimand. The school will deal with issues between students as part of the school's Discipline and Behaviour guidelines. If you have a concern about anything to do with someone else's child, you must organise a time to talk with school staff about it.

### **Dealing with breaches of this Code of Conduct**

How Kaharoa 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 conduct
- 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:

- ending a meeting if unsuitable conduct as indicated above is displayed.
- insisting that the adult communicates with the school through one identified member of staff only.
- forwarding on or not replying to communications that are offensive, abusive or derogatory.
- The school (through the principal or their representative, or 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.
- 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.
- In some instances, 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.

By visiting, volunteering, or enrolling your child/ren at Kaharoa School, you agree to adhere to this Code of Conduct. Copies can be obtained from the School Office.

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Year Last Reviewed	2022
Who can make changes to this document	Kaharoa School Board
Date of Board meeting that last approved changes	May 2022
Locations Stored	Kaharoa School Board Shared Drive (Editable Google Doc) School Website (PDF) - updated May 2022 Kaharoa Whole School Shared Drive (PDF) - updated May 2022