

# Code of Conduct

## for Parents, Volunteers and Visitors



***This Code of Conduct applies to all parents, volunteers and visitors who interact within our schools and Catholic Education Services in the Diocese of Cairns.***

***It also applies to all parents, volunteers and visitors who are present at school and school sponsored meetings/functions within and outside of school hours.***

***As parents, volunteers and visitors there is an expectation of support for the vision and mission of Catholic Education in the Diocese of Cairns.***



**Catholic  
Education**  
Diocese of Cairns

*Learning with Faith and Vision*



The following two Principles provide a context for the expectations of the Code of Conduct

# 1. Be communities sustained by life-giving relationships

We live this by:

- ✓ Being welcoming to all members of the school/parish community
- ✓ Helping children to develop positive attitudes to school and respecting the staff, other parents and students
- ✓ Avoiding damage to school property
- ✓ Respecting the rights, dignity and views of our students, staff and parents
- ✓ Creating and maintaining open, honest and positive relationships with staff, parents and students
- ✓ Committing to a school community free from unlawful discrimination, bullying and harassment
- ✓ Communicating via all modes in a constructive, timely, honest, respectful, and courteous manner
- ✓ Following and supporting the implementation of the School's Vision and Mission Statements through the implementation of all school and diocesan policies.







## 2. Build constructive covenants with all partners

We live this by:

- ✓ Conducting ourselves in a manner which enhances the good order of the school, Catholic Education and its staff, and the wider Church
- ✓ Upholding and complying with applicable laws, policies and procedures at a diocesan, state and federal level (including Student Protection and Work Health and Safety)
- ✓ Identifying, reporting and resolving any situations that have potential for conflict in a manner which is consistent with this Code of Conduct and Catholic Education's grievance/complaints processes
- ✓ Ensuring the integrity of confidential, private and sensitive information is maintained at all times
- ✓ Ensuring that our presentation and personal appearance is appropriate for the school community
- ✓ Ensuring that parents and volunteers, in participating in school activities, are free from the influence of alcohol, illicit substances, and medications that might impair responsible behaviour (with the exception of the responsible consumption of alcohol at school social functions)
- ✓ Ensuring that state and federal laws are followed in relation to smoking
- ✓ Ensuring students are punctual, consistently attending school and thoroughly prepared to maximise learning
- ✓ Following the safety procedures of the school
- ✓ Following the directions of staff in all educational and school activities including camps and excursions
- ✓ Disclosing fully and accurately any information required by the school in its enrolment process and committing to further update this information as required.



## As a parent...

As a parent we encourage you to be part of the life of your children's school community and enjoy being a partner in their learning journey. We know children's learning outcomes improve through the active and supportive role of their parents and families.

Parents, like all members of school communities, are expected to engage with staff, other parents and students in a polite and respectful way which values the rights of the individual, prevents embarrassment and fear, resolves problems in a prompt and confidential way and treats others as they themselves wish to be treated.

If you have a difficulty or concern we encourage you, in the first instance, to talk it over with your child's teacher, or, if appropriate, with the Principal. If it becomes a difficult issue, for you or the school, we have guidelines and posters that explain our processes for complaints ([www.cns.catholic.edu.au/about/conduct-complaints-grievances](http://www.cns.catholic.edu.au/about/conduct-complaints-grievances)). These processes reflect that resolution of complaints is best achieved through mutually respectful behaviour.

The Cairns Catholic Education website ([www.cns.catholic.edu.au/about](http://www.cns.catholic.edu.au/about)) provides additional advice on our policies, guidelines and processes. If you are in dispute with your school you are expected to review, understand and comply with the expectations of those documents and the obligations agreed to in the conditions of enrolment.

Phone: 07 4050 9700

Address: 130 Lake Street, Cairns QLD 4870

Email: [office@cns.catholic.edu.au](mailto:office@cns.catholic.edu.au)

[www.cns.catholic.edu.au](http://www.cns.catholic.edu.au)

## As a volunteer...

Our schools welcome the involvement of parents and other members of the community as volunteers. Your assistance is valued and our students and staff greatly benefit from your involvement.

Schools have induction programs for new volunteers that you will be asked to complete when you commence as a volunteer. The program covers safety procedures, student protection matters, and guidance on appropriate behaviour. School volunteer induction programs are part of our commitment to ensure our schools are safe, caring and respectful communities for students, their families and staff.

## Breaches of the Code

Enrolment in a Cairns Diocese Catholic school carries an expectation to support the school, its staff and its policies and processes. In a very small number of cases some families are unable to meet these obligations. We will work with those families to resolve these issues but a serious or persistent failure to act in accordance with this Code of Conduct, our policies, and the conditions of enrolment can result in consequences that could include the restriction of access to a school and cancellation of enrolment.



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