

Code of Conduct for Parents, Whānau, and Visitors

This code of conduct outlines expectations of parents, whānau, and visitors to Port Chalmers School. Compliance ensures that everyone who visits the school site can do so safely and harmoniously and that students, staff, and parents are not subjected to aggressive, hostile, or violent behaviours. This Code of Conduct applies:

- To all conduct, speech, and action, 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)

Parents and visitors are expected to use our values of Cooperation, Common Sense, Courtesy, Caring, Ako, Manaakitanga, Whanaungatanga.

We also expect parents, whānau, and visitors to:

- Treat all persons associated with the school with respect and courtesy
- Make appointments in advance of expecting to obtain an interview
- Allow staff to supervise, investigate, and manage students without interference
- Follow school procedures to handle any complaints
- Adhere to school policies and procedures (such as those listed below) and any legal requirements

From time to time parents or other members of the school community may need to approach the school to:

- Discuss the progress or welfare of your child
- Express concern about the actions of other students
- Enquire about school policy or practice

On occasion, concerns may cause frustration and anxiety. At such times, it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

The school will deal with issues between students as part of the school's Behaviour and Child Health and Wellbeing policy. 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. No parent, legal guardian, or adult will directly approach another person's child at school about any concerns they may have.

Behaviour in the presence of students, staff, and parents of the school that causes alarm or concern includes:

- threats, bullying, harassment
- profanity/offensive language
- insulting, abusing, or intimidating behaviour
- racism or discrimination (e.g. based on ethnicity, religion, gender)
- 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
- placing unreasonable and excessive expectations on staff time or resources
- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums
- 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)
- Accusing someone else's child of something when their parent or legal guardian is not there
- Speaking angrily to the child of another parent or legal guardian

Dealing with breaches of the Code of Conduct

How Port Chalmers 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 presiding member (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:

- the school, 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 241 of the Education and Training Act 2020, it is a criminal offence to insult, 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. 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 following these procedures, problems will be solved as soon as possible so that a safe and harmonious school environment is maintained. The best results come from working together.