

'Nurturing a community of visible learners and empowering them to strive for continuous growth'

Lalor Park Public School Safe and Supportive Policy

Section 4 requirements for the NSW Government Schooling System

4.4 Safe and supportive environment – Section 5

Lalor Park Public School believes that student welfare is an integral part of a quality educational program. When children are supported and valued and have a sense of belonging, they are more likely to succeed academically.

Evidence of compliance

Documentation or evidence to be maintained by the system and/or by each school includes policies and procedures in relation to:

- school and student security
- evacuation and lockdown procedures
- supervision including risk management of on-site and off-site activities
- codes of conduct for staff and members of the school community
- behaviour management
- anti-bullying
- the monitoring of student leadership development
- management and reporting of serious incidents
- raising and responding to complaints or grievances from students and/or parents/caregivers
- pastoral care and information about access to counselling
- health and the distribution and management of medication

Codes of Conduct for staff and members of the school community.

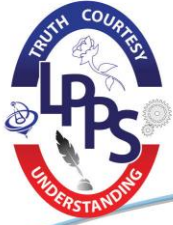
Context

DET is committed to the highest standards of conduct in public education, training and administration. To meet this commitment, DET has issued this single Code of Conduct to cover all departmental sectors and to more closely align staff conduct with the organisational values and ethics that underpin DET's policies and procedures.

The Code of Conduct clarifies the standards of behaviour that are expected of staff of the Department of Education in the performance of their duties. It gives guidance in areas where staff need to make personal and ethical decisions.

Legislative Provisions

- Anti-Discrimination Act 1977

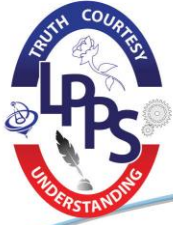


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- Child Protection Legislation Amendment Act 2003
- Children and Young Persons (Care and Protection) Act 1998
- Commission for Children and Young People Act 1998
- Education Legislation Amendment (Staff) Act 2006*
- Government and Related Appeals Tribunal Act 1980*
- Occupational Health and Safety Act 2000*
- Ombudsman Act 1974*
- Protected Disclosures Act 1994*
- Public Sector Employment and Management Act 2002*

Procedures

1. All staff are provided with an electronic copy of the department of Education's Procedures for Code of Conduct. (see document below)



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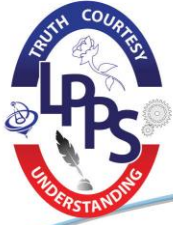


Education &
Communities

Final Version 30 June 2014

THE CODE OF CONDUCT

NSW DEPARTMENT OF EDUCATION AND COMMUNITIES



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2. At the commencement of every school year all staff are trained or retrained in the on line module for Code of Conduct.

Name	Accountability	Link
Code of Conduct Update 2014-15 My PL@Edu course code DV02913	Applies to all staff and should be reviewed annually.	<i>Code of Conduct Procedures</i> https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/conduct/implementation_1_PD20040020_i.shtml

Code of Conduct for Community Members

1. At the commencement of each school year and as required throughout the year, Lalor Park Public School's Policy for successfully approaching your child's school is included in the school newsletter. It is also available on the school's website.
2. Parents who have a grievance or complaint are asked to follow the procedures outlines in the managing complaints and grievances policy.

Appendix 1

Lalor Park Public School

Approaching Your School for successful schooling!

A parent and community guide for seeking information and expressing concerns.

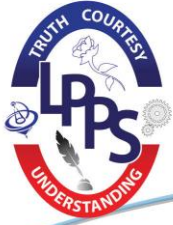
From time to time parents or other members of the school community may need to approach the school in order to:

- discuss the progress or welfare of own child;
- enquire about school policy or practice and
- enquire about other issues.

It is therefore necessary to have procedures that will enhance a safe and harmonious school environment. The best results usually flow from working together.

These guidelines aim to:

- provide a guide in order that issues are dealt with in an open and fair manner;
- ensure that the rights of students, teachers and parents are respected and upheld and
- support sensitivity and confidentiality



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Actions:

- It is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.
- No parent should directly approach another person's child.

CONCERN	APPROPRIATE ACTION
The welfare or academic progress of own child.	<ul style="list-style-type: none"> • Directly contact the child's teacher to arrange a suitable time to discuss any issues. • For more serious concerns, contact the office and arrange a suitable time to talk with the teacher and their Supervisor, an Assistant Principal. The teacher and or Assistant principal will return your call to set a mutually convenient time to meet. • To convey information such as change of address, telephone number, emergency contact, custody details, health issues, please contact the office.
School policy or practice or other issues	<ul style="list-style-type: none"> • Contact office and make an appointment to see the an Assistant Principal and/or the Principal. An appointment will be arranged at a time that is mutually convenient to all parties.

Principal: Mrs Joanne Gardiner (Preschool, Y5, Y6)

Assistant Principal: Tim Galloway-Smith (K, Y1, LST and Targeted Interventions)

Assistant Principal: Jeff Urio (Y2, Y3, Y4, RFF, Reading Recovery)

Assistant Principal: Chris Wilkie (Support Unit)

Office Staff: Mrs Jennifer Lance and Mrs Jenny Mercer

*In very rare cases, the Principal (or nominee) has the legal authority to use the 'Inclosed Lands Act' if a person's behaviour is deemed inappropriate.