



Code of Conduct for Parents, Caregivers and Visitors

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

Our Code of Conduct serves as a reminder to all parents, caregivers, and visitors that their conduct must support everyone's emotional and physical well-being, and not harm in any way. The school's board has set this Code of Conduct as a condition of entry. This policy will be published on SchoolDocs and the school website. It will be included in enrolment packs and copies will be available at the school office.

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

Ohinewai School expects parents, caregivers, and visitors 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
- follow school procedures to handle any complaints
- adhere to school policies and procedures (such as those listed below), and any legal requirements

Examples of unsuitable conduct include (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 Ohinewai School policy)
- 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.)

Dealing with breaches of the Code of Conduct

How Ohinewai 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:

- In cases where an immediate threat to the safety of staff or students has been identified the police will be called (Dial 111).
- The school (principal, board member, or staff member) 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. For example, a Facebook comment that contravenes this policy may result in a report to Facebook or Netsafe re the Harmful Digital Communications Act of 2015. 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.

Parents and visitors who represent the school at events or school business eg Board of Trustees and Home and School, parent volunteers at camp or sports teams will be asked to sign a Code of Conduct at the start of their service.

I have read and agree to abide by this code of conduct.

Name: _____ (parent/caregiver/visitor)

Signature: _____ (parent/caregiver/visitor)

Role/Responsibility: _____

Date: _____

Further Information and Supporting policies and procedures are available on our SchoolDocs site. Link can be found on our school website.

Related topics are available on our SchoolDocs site.

- Visitors
- Parent Involvement
- Inclusive Education
- Harassment
- Privacy
- Alcohol/Drugs and Other Harmful Substances
- Smokefree Schools
- Complaints

Legislation

- Education and Training Act 2020
- Harmful Digital Communications Act 2015
- Prohibition of Gang Insignia in Government Premises Act 2013
- Trespass Act 1980, section 3