

JAMBEROO PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION CODE OF CONDUCT

This Code of Conduct applies to all financial members, volunteers and where applicable employees of the Jamberoo Public School Parents and Citizens Association [P&C].

The Principles

As representatives, P&C Members' actions and conduct reflect directly on the P&C and Jamberoo Public School. This Code of Conduct is written to ensure consistency of action and minimise confusion of expectations. The Code of Conduct is based on the following fundamental principles:

Respect for the Law

The P&C members, in common with all citizens, are obliged to observe laws of the State and Commonwealth.

Respect for all Persons

The P&C members are expected to treat each other, students, school staff and all members of the community with dignity and respect. This involves but is not limited to the following:

- Tolerance of the views held by others which are different from your own,
- Courtesy and consideration in dealing with others;
- Fairness in supervising and dealing with other members;
- Making decision that are procedurally fair to all, in line with the principles of natural justice;
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction;
- An awareness and respect for cultural difference;
- Engaging in rational debate allowing for alternative points of view to be expressed;
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation.

Integrity

P&C members should be honest in carrying out their duties and avoid conflicts between their private interests and their P&C responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Outside Work
- Use of confidential information obtained in the course of P&C duties
- External activities and public comment.

Diligence

P&C members should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially;
- Seeking to attain the highest possible standards of performance;
- Exercising care for others in P&C related activities;
- Ensuring outside interests do not interfere with a P&C member's duties or responsibilities;
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an office bearing executive of the P&C and/or external authorities.

Working with Children

The P&C adheres to the government's Working with Children Check legislation and relevant procedures;

Conflict of Interest

- P&C members must declare interests which conflict, either perceived or actual, with your P&C duties and activities;
- A conflict of interest may include, but is not limited to, an expressed personal value of belief, professional ethics, personal or professional relationships, financial or proprietary interests;

Confidentiality

- Personal information about a member should not be disclosed without the consent of the member or there is a lawful authority for its disclosure;
- Documents and information of the P&C should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent.

P&C Member Expectations

P&C Members are recognised as volunteers, giving of their own time to support the school. In keeping with the above principles, P&C members can expect in return from Students, School Staff and members of the community:

- Tolerance of their own views;
- To be addressed with consideration and courtesy;
- Fairness in supervising and training;
- Not to be discriminated against on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction;
- Respect for their own cultural difference;
- To be able to engage in rational debate allowing for alternative points of view to be expressed;
- Not be subject to behaviour that might reasonably be perceived as harassment, bullying or intimidation.

Grievances, complaints and procedures

Breaches of this Code of Conduct or other policies of the P&C will be addressed by way of the Grievances, complaints and procedures policy. Violations may result in removal from the P&C.

P&C Members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

As adopted by the Jamberoo Public School Parents and Citizens Association General Meeting dated: _____ .

Signed President: _____ NAME: _____

Witnessed Principal: _____ NAME: _____