



Caralee Community School Parents & Citizens Association

Incorporated

ABN 48 290 327 228

Email : caralee.pandc@gmail.com Telephone: (08) 9312 4800

24 Winnacott Street, WILLAGEE WA 6156

Caralee Parent & Citizens (P&C) Association Code of Conduct

Purpose

This Code of Conduct outlines the expectations for all members, volunteers and representatives of the school P&C. It is designed to promote a positive, respectful and collaborative environment that supports the school community and the wellbeing of all students.

Our Commitment

As members of the P&C, we will:

- **Act in the best interests of all students and the wider school community.**
- **Support the values, vision and reputation of the school.**
- **Foster a welcoming, inclusive and respectful environment.**
- **Work cooperatively with the school administration, staff, families and community members.**
- **Conduct ourselves in a professional, courteous and ethical manner at all times.**

Respectful Behaviour

P&C members and volunteers are expected to:

- **Treat all people with dignity, respect and kindness.**
- **Communicate respectfully, even when opinions differ.**
- **Listen to others openly and without interruption.**
- **Avoid behaviour that is aggressive, intimidating, discriminatory, bullying or harassing.**
- **Respect cultural diversity, differing perspectives and individual circumstances.**



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Meetings and Communication

During meetings and communications, members will:

- **Participate constructively and stay focused on agenda items.**
- **Allow all members an opportunity to contribute.**
- **Respect decisions made through agreed P&C processes.**
- **Raise concerns appropriately and professionally.**
- **Maintain confidentiality where required.**
- **Avoid spreading rumours, gossip or negative commentary, including on social media.**

Social Media and Public Representation

Members representing the P&C will:

- **Use social media responsibly and respectfully.**
- **Avoid making public comments that may damage the reputation of the school, students, staff or P&C.**
- **Ensure official statements or positions are authorised by the P&C Executive where appropriate.**
- **Respect privacy and confidentiality when posting online.**

Conflict of Interest

Members will:

- **Declare any actual, perceived or potential conflicts of interest.**
- **Act honestly and transparently in all P&C matters.**
- **Avoid using their position for personal gain.**



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Volunteers and Events

When volunteering at school or P&C events, members will:

- Follow school policies, procedures and directions from staff.
- Prioritise the safety and wellbeing of students.
- Behave responsibly and professionally.
- Promote a positive and inclusive atmosphere.

Breaches of the Code

If a member breaches this Code of Conduct, the matter may be addressed by the P&C Executive in accordance with the Association's constitution and relevant school or Department of Education policies. Actions may include:

- Informal discussion or mediation
- Formal warning
- Request to leave a meeting or event
- Suspension or termination of membership where appropriate

Acknowledgement

By participating in the P&C, members agree to uphold this Code of Conduct and contribute positively to the school community.