

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.

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.

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.