

Sample Document:

P&C members (including executive officers, committee members, volunteers and parent representatives) are required to comply with the Department of Education, Training and Employment Code of Conduct and the *Education (General Provisions) Act 2006*. This is a summary of the main points of that Code of Conduct and may be used as a template.

Code of Conduct

School P&C Association

Year: _____

This Code of Conduct has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

A harmonious working environment is essential to the effective conduct of our school's volunteer contribution and job satisfaction. To this end, we have agreed to the following:

- Compliance with the Department of Education, Training and Employment Code of Conduct.
- Personal privacy is of paramount concern to all. Information gathered or obtained as a result of our roles as volunteers in our school community must be considered confidential and passed onto the relevant school authority **with** the permission of the person disclosing the information, except in circumstances where there is a threat of harm.
- Courtesy and respect is to be observed by all. Treating people with dignity, honesty, courtesy and fairness at all times is essential.
- Discussion is healthy; personal attacks are destructive and to be avoided.
- Constructive criticism is healthy and always welcomed, while discrimination on racial, ethnic or religious grounds is forbidden, as is any form of sexual discrimination and/or harassment.

Confidentiality:

If, in the course of our interaction with the school community, we are exposed to information that is of a sensitive nature or information that is clearly confidential, I shall not repeat this information outside the school context. If I am concerned about an issue I will bring it to the attention of the school administration team.

We do have separate functions but we strive to work as a team.

Signed _____ Date _____

Print name _____

NOTE: It is good to have the Code of Conduct on the back of the P&C Membership Application Forms. This way both can be signed at the same time and kept in the Members Register. This ensures that all members are aware of the Code of Conduct.