

CODE OF CONDUCT FOR VISITORS AND VOLUNTEERS POLICY

This policy is informed by:

- **CMS Volunteers Policy (reviewed 2014)**
- CMS Background Check on Staff and Volunteers Policy

Statement:

Canberra Montessori School is committed to maintaining a safe and harmonious school environment for all members of the school community.

Rationale:

The policy is developed to ensure that everyone who visits our school is able to do so in a safe and harmonious manner that ensures students, staff, parents, carers, external providers and other visitors are not subjected to aggressive, hostile or violent behaviours.

The following principles guide our policy:

It is expected that those wishing to visit the school are approaching us in order to:

- Enquire about school policy and practice
- Enquire about enrolments
- Observe Montessori practice
- Engage with incursions, clubs, events or classroom activity
- Attend committee meeting

Implementation:

All visitors and volunteers are expected to:

- Follow school procedures governing entry on the school grounds, including any restrictions that may be applied:
 1. **All visitors must sign in at the front office**
 2. **After the visit signing out is required**
 3. **Fundraising committee members doing routine activity do not need to sign in at the office**
 4. **School functions involving large numbers of visitors are precluded from the signing in process**

Visitors to the school are expected to:

- Treat the CMS community with respect and courtesy
- Allow staff to supervise and manage students without interference
- Vacate the classrooms once class starts unless explicitly invited to engage with the program
- Follow emergency evacuation or lockdown procedures as guided by staff

Volunteers (Committee members) are also expected to:

- Be outstanding role models
- Follow direction of staff
- Speak in a respectful manner with students as modelled by Montessori professionals
- Report any concern to staff (do not directly intervene)
- Keep a safe and professional distance from all students

Approved by:	Date:	Next Review Date:
Principal	07/08/2020	07/08/2022