



*John Purchase Public School
Parents & Citizens Association
"Participate and Communicate"*

Handbook

Purpose

The John Purchase Public School Parents and Citizens Association is committed to providing a safe work environment and to promoting and protecting the health, safety, and wellbeing of our employees, volunteers and the community.

Audience

This document should be supplied to all of the executive committee and sub committees. The document applies to all members of the P&C and members of the community that attend JPPS P&C events.

Principles

The John Purchase Public School Parents and Citizens Association is dedicated to supporting the John Purchase Public School community and the Principles of a) Respect for Law and b) Respect for all Persons.

Within our community the wellbeing and welfare of the children is placed above that of the organisation.

<https://www.kidsmatter.edu.au/>

Anti-Bullying

It is not the responsibility of members of the JPPS P&C Association to educate, advise or judge any member of the community beyond supplying the recommended fact sheets and links.

It is the responsibility of all members in the JPPS P&C Association to take on the responsibility of understanding actions that manifest/present as bullying behaviours or as harassment and actively work to help others, whether child or adult, understand that such actions are not acceptable both from within the association or from those outside the association.

Bullying and Harassment

Parents who feel their child is being bullied should be supplied a copy of the Department Education guide: "Anti-Bullying Parents and Carers Fact Sheet" and directed to the NSW governments Anti Bullying website.

This fact sheet is available in 35 community languages.

Attendees that are harassing or bullying other attendees or volunteers should be referred to the NSW governments Anti Bullying website.

<https://antibullying.nsw.gov.au/>

Dealing with Aggression

For the purposes of this document, aggression is defined as any incident, in which an individual is abused, threatened or assaulted.

Aggression is often an escalation of personally interpreted stress.

It is possible that the individual is not aware that their behaviours might be making you uncomfortable:

- In a calm, respectful, 'informative' manner, explain to the individual that their behaviour is making you uncomfortable;
- If needed inform the individual that:
 - Staff and volunteers have a right to a safe workplace;
 - The event organisers respect the law and respect all persons;
- Do not isolate yourself with the individual, but draw them away from children while aggressive;

In dealing with a parent or an individual who is verbally aggressive, staff and volunteers should remain calm and use effective communication skills to de-escalate the situation through:

- Continue to treat the individual with compassion, respect, dignity and kindness;
- Respecting personal space and do not enter the individual's personal space;
- Appropriate body language using a non-confronting manner
- Establishing appropriate verbal contact to engage with the person
- Communicating in a clear and concise manner, avoiding repetition
- Listening and acknowledging the person's concerns
- Identifying the person's needs and feelings
- Setting clear limits and boundaries
- Being respectful

- Expressing an intention to help the person
- Offering choices that are realistic
- Providing the person time and space to settle/calm down.

Child Safe Child Friendly

When P&C members attend an event the following apply to all present:

1. The welfare of our children is paramount;
2. If a child is not demonstrating the JPPS Code of Conduct, then
 - a. If a teacher is present, inform the teacher (teachers are available between 8:25 AM and 15:00 each day through the school term);
 - b. If the parent is present, inform the parent;
 - c. Otherwise a **general address to all children reminding all children present** of the "school code of conduct" (refer "Extra Curriculum Expectations") is permissible;
 - d. Parents should be contacted to return and care for their child.
3. P&C Members and Parents should not feel empowered to discipline a child that is not their own.
4. Attendees at a P&C event should be reminded of the JPPS P&C Code of Conduct;
5. The welfare of our children is paramount, so children should be calmly removed from circumstances that jeopardise their welfare.

A member of John Purchase Public School P&C Association:

- Will not engage in any illegal activity whilst undertaking in P&C activities.
- Will not expose any child or young person to aggressive, negative or bad language, conversations or correspondence that is personal or intimate in nature, imagery including those available on mediums such as mobile phones or laptops that may be considered inappropriate
 - Will not discipline or attempt to discipline any child or young person.
 - Will not engage in social networking relationships with any child or young person that a relationship has been established with directly during a volunteering activity

- Will not undertake direct, individual communication with any child or young person.
- Will not physically touch a child unless under consent whilst administering first aid.
- Will undertake all activities in an inclusive way ensuring each child participating feels they are being treated equally.