



P&C Association Code of Conduct



The Code of Conduct applies to all financial members, volunteers and employees ('members') of Narraweena Public School P&C Association ('P&C Association') while undertaking any role or activity related to the Narraweena Public School P&C Association.

The Principles

The code of conduct is based on the following fundamental ethical principles;

- Respect for the law and system of government
- Respect for all persons
- Integrity
- Diligence
- Economy and Efficiency

1. Respect for the Law

The P&C members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

2. Respect for all Persons

The P&C members are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

3. Integrity

The P&C members should be honest in carrying out their duties and avoid conflicts of interests between their private interests and their P&C responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts and hospitality
- Outside work
- Use of confidential information obtained in the course of P&C duties
- External activities and public comment
- Conducting personal transactions through general school channels

The P&C members should declare any real or perceived conflicts of interest via P&C meetings.

The P&C members should report allegations of corruption and follow the Grievance and Complaints Policy to resolve them.



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4. Diligence

The P&C members should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in P&C related activities
- Ensuring outside interests do not interfere with a P&C member's duties or responsibilities
- Adhering to professional codes of conduct where applicable
- Show up to meetings and work in a fit and proper state
- observing health and safety standards

The P&C members are encouraged to report fraud or corrupt conduct to an office bearing executive of the P&C and/or external authorities

5. Economy and Efficiency

- All members should use Narraweena Public School P&C Association resources for legitimate purposes.
- All members should avoid waste
- All members should seek to get the best value for money for the school and seek three quotes in writing prior to approval
- All members should maintain adequate security over association property, facilities and resources

6. Working with Children

The P&C adheres to the government's Working with Children Check legislation and relevant procedures

7. Confidentiality

Personal information about a member should not be disclosed without the consent of the member or there is a lawful authority for its disclosure

- Documents and information of the P&C Association should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent.

8. Grievances, complaints and procedures

Breaches of this Code of Conduct or other policies of the P&C Association will be addressed by way of standard Grievances and complaints procedures. Violations may result in removal from the P&C. [link to Grievance Policy?](#)

The P&C members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.



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As adopted by the Narraweena Public School P&C Association General Meeting, 16th October, 2018.

PRESIDENT Mark Stamopoulos

SECRETARY Kelly Munro

PRINCIPAL Sally Bell

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