Panania North Public School P&C Association Social Media Policy

Policy
Panania North Public School P&C Association is committed to providing a safe and healthy environment for all members of the school community. This includes ensuring effective and positive communications in all mediums.

Policy Objectives
The Panania North Public School P&C Association intend to utilise all forms of communication to promote the work of the P&C Association, the school and to engage community.

Responsibilities
The President (or other Officer position as identified) is responsible for the administration and moderating of all Panania North Public School P&C Association social media.

Social media is defined as a group of online applications such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards that allow people to easily publish, share and discuss content.

Purpose of social media is to facilitate conversations in a dialogue, an opportunity to promote, listen, share, collaborate and respond to our colleagues and communities.

In using social media all P&C members agree to follow Panania North Public School P&C Association policies including the Code of Conduct.

Members agree to be clear in representing the P&C Association. Where a member is not representing the P&C Association it should be made clear that comments are made by you as an individual. Members shall be mindful that your role with the Panania North Public School may create a connection between what you say online and the P&C Association itself. Identify yourself when discussing P&C Association related topics or issues.

Where a member uses social media they shall represent the P&C Association well and be sure that the content published is consistent with expected professional standards

Members shall be mindful that social media posts may have consequences where they are not appropriate. Will respect copyright and show respect for copyright laws and fair use of copyrighted materials owned by others, including user-generated content.

Members will be polite and considerate in all social media activities. Where a post is negative or brings disrepute to the P&C Association it shall be reported immediately to the moderator for removal. Where a party continues to post negative comments they may be blocked from the Panania North Public School P&C Association social media accounts.
Panania North Public School P&C Association has adopted this social media policy at a general meeting of the members on the _1st_ day of _September_ 2014.

Signed President: __________________________ NAME: ________________

Witnessed Principal: __________________________ NAME: ________________

Acknowledgement to the © March 2011 NSW Department of Education and Training ‘Social Media Policy’
Grievance, Complaints & Disputes Procedures

The Panania North Public School P&C Association is committed to providing an environment where all P&C Association members, volunteers to the P&C Association, employees of the P&C Association, staff of Department of Education and Communities and students enrolled at Panania North Public School concerns are dealt with in a timely and appropriate manner.

A grievance or complaint may be received by the P&C Association in relation to a fellow member, volunteer or P&C Association employee. Where a complaint relates to a Department of Education and Communities employee or student the complaint should be lodged directly to the Principal in accordance with the policies of the Department of Education and Communities.

A grievance is a complaint about any situation, which is considered by the complainant to be wrong, mistaken, unjust or discriminatory.

Principles:
* Complainants should not instigate grievances that are frivolous, vexatious or malicious.
* Grievances and information arising from the handling of the grievance must be treated confidentially.
* Concerns should be raised as early as possible after the incident relating to the complaint has occurred.
* The principles of natural justice will be observed throughout. This means before a decision is made the person who has been implicated has the right to be informed about the nature and content of the grievance, have the right to be heard by an unbiased decision maker and have the right to have a witness present.

Procedures:
* Complainants should endeavour to resolve the issue themselves with the relevant parties face to face.
* If the grievance cannot be resolved informally, the complainant should provide written details of their concerns and the grounds for the grievance, to their immediate supervisor where they are an employee and to the P&C Association President or the Vice President where the complaint is about the President. Where the complaint is about the P&C Association Executive it may be raised with [insert an independent third party here, for example P&C Federation] along with a copy of these procedures and all relevant policies.
* The supervisor/President or person handling the complaint as described in these procedures will initiate an informal meeting with the complainant to discuss the grievance and may request further information which the complainant must provide.
* The complainant may have an independent witness attend any meetings.
* The supervisor/President or person handling the complaint as described in these procedures will provide written acknowledgement of the grievance being lodged within 7 days of receiving the grievance.

* If the matter pertains to another P&C Association employee, member or volunteer that person will also be informed, in writing, within 7 days of the grievance being lodged. The person against whom the complaint is made will not receive a copy of the complaint unless written permission is expressly given by the complainant to share the document.
* Grievances are to be resolved no later than six weeks after the complaint is lodged.

The outcomes of a formal grievance process may include (but not limited to): recommendation
to amend policies, recommendation to alter practices, agreement by parties regarding interactions, access to training and development or disciplinary action including a restriction on membership or formal employment review as allowed in employment agreements and as permitted by the relevant Employment Award.

Where a person disagrees with an outcome of a complaint they may lodge an appeal or further grievance with any relevant government agency or to P&C Federation where the matters involve volunteers.

This grievance, complaints and disputes procedures policy is as adopted by the Panania North Public School P&C Association general meeting on

Signed President: ______________________ NAME: Susan Boxall

Witnessed Principal: ____________________ NAME:
Panania North Public School P&C Association Code of Conduct

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

The Principles

The Code of Conduct is based on the following fundamental ethical principles:

Respect for the Law

Panania North Public School P&C Association 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.

Respect for all Persons

Panania North Public School P&C Association 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

Integrity

Panania North Public School P&C Association members should be honest in carrying out their duties and avoid conflicts between their private interests and their P&C responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Outside work
- Use of confidential information obtained in the course of P&C duties
- External activities and public comment

Diligence

Panania North Public School P&C Association 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 being encouraged to report fraud or corrupt conduct to an office bearing executive of the P&C and/or external authorities

Working with Children

The Panania North Public School P&C Association adheres to the government’s Working with Children Check legislation and relevant procedures.

Conflict of Interest

- P&C Association members must declare interests which conflict, either perceived or actual, with your P&C Association duties and activities.
- A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests
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.

Grievances, complaints and procedures

Breach of this Code of Conduct or other policies of the P&C Association will be addressed by way of the Grievances, complaints and procedures policy. Violations may result in removal from the Panania North Public School P&C Association.

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

As adopted by the Panania North Public School P&C Association General Meeting, dated 8th

Signed President: __________ NAME: Susan Boxell

Witnessed Principal: __________ NAME: