MOUNT BEAUTY PRIMARY SCHOOL

Volunteer Code of Conduct

For the purpose of this policy, a "Volunteer" means anyone over the age of 18 who willingly gives their time to assist Mount Beauty Primary School in an unpaid capacity.

RATIONALE

Parent/carer and community volunteers form a valuable part of our community. As the nature of volunteer work at the school often involves working and interacting with children, there are a range of obligations and responsibilities that must be undertaken by volunteers.

AIM

The aim of the *Code* is to outline the standards of behaviour expected of all volunteers at Mount Beauty Primary School. This *Code* does not attempt to provide a detailed and exhaustive list of what to do in every aspect of the volunteer role, but sets out general expectations of volunteer behaviour. The *Code* places an obligation on all volunteers to take responsibility for their own conduct and uphold the school's values, at all times. (refer to the attached Statement of Values)

WHO HAS TO COMPLY WITH THE CODE OF CONDUCT?

By accepting a volunteer role with the School, you must be aware of and comply with this *Code*. Therefore, you must:
(a) conduct yourself in a manner that upholds the values, culture and reputation of the Mount Beauty Primary School.
(b) comply with the School's policies and procedures
(c) act ethically and responsibly and be accountable for your actions and decisions.

GENERAL

This *Code* is not intended to be contractual in nature and does not impose any contractual obligations on the School. The School reserves the right at its sole discretion to vary or cancel this *Code* at any time.

WHAT IS EXPECTED OF YOU AS A VOLUNTEER?

As a School Volunteer, you are expected to:
(a) perform your duties to the best of your ability and be accountable for your performance;
(b) follow reasonable instructions given by staff;
(c) comply with lawful directions;
(d) be courteous and responsive in dealing with staff, students, parents and members of the public (if applicable);
(e) work collaboratively with staff and other volunteers
(f) ensure that your conduct is consistent with the ethos of the School and does not damage the reputation of the School.

WORKING WITH CHILDREN'S CHECK

A Working with Children Check is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct.

CHILD PROTECTION

You must be aware of and comply with the School's ***Child Protection Policy***.
You must report any concerns you may have about any employee, contractor or volunteer engaging in "reportable conduct" or any allegation of "reportable conduct" that has been made to you, to the Principal. This includes self-disclosure if the allegation involves you.
Broadly, "reportable conduct" includes:
(a) any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence); or
(b) any assault, ill treatment or neglect of a child; or
(c) any behaviour that causes psychological harm to a child, whether or not the child consents.

CONFIDENTIAL INFORMATION

As a School Volunteer, you must not disclose or use any confidential information without **the expressed permission of the Principal.**

You should always exercise caution and sound judgement in discussing the personal information of students, parents, staff and other people with other School volunteers or employees.

Normally, information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the school's work because of their expertise.

RESPECT FOR PEOPLE

Volunteers who work with students have a special responsibility in presenting themselves as appropriate role models for students.

Consequently, it is important for you to treat other volunteers, all staff, contractors, students and parents with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language, swearing and physical abuse or intimidation towards staff, contractors, students and parents is unacceptable.

You must not use information and communication technologies, such as email, mobile phones, text, social media sites and other websites to engage in this type of behaviour.

You must not discriminate against, harass for any unlawful reason, or bully for any reason any staff member, contractor, student or parent. Unlawful harassment or discrimination may constitute an offence under the Anti-Discrimination Act 1977 or federal discrimination.

PROFESSIONAL RELATIONSHIPS BETWEEN VOLUNTEERS AND STUDENTS

At all times when speaking with students, care must be taken to use appropriate language.

You must always treat students with respect and without favouritism. There is no place for sarcasm, swearing, derogatory remarks, inappropriate familiarity or offensive comments.

You should avoid situations where you are alone in an enclosed space with a student.

You should never drive a student in your car unless you have specific permission from the school.

You must not impose physical punishment on a student in the course of your duties.

Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and seek their consent.

You must not develop a relationship with any student (other than your own child) that is, or that can be, interpreted as having a personal rather than a professional interest in a student. An overly familiar relationship with any student raises serious questions of conflict of interest, trust, confidence, dependency and of equality of treatment.

You must not hold conversations with a student of an intimately personal nature where you disclose information about yourself. You must not

(i) invite students to your home;

(ii) visit students at their home

unless you have the express permission of their parents or caregiver or you are doing so as a normal part of your parental relationship to your child.

MOUNT BEAUTY PRIMARY SCHOOL

DUTY OF CARE AND OCCUPATIONAL HEALTH AND SAFETY

As a School Volunteer, you have a duty of care to students in your care. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted.

The standard of care that is required, for example, the degree of supervision, needs to be appropriate to the student's maturity and ability.

You have a responsibility under OH&S legislation to take care of your own health and safety whilst in a volunteer role.

Considerations of safety relate to both physical and psychological wellbeing of individuals.

You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury. If safety concerns are raised or observed you must report these matters immediately to the supervising staff member. As a volunteer you have a general duty to take reasonable care for your own health and safety and that of others who may be affected by your work, and to assist the school to make the environment safe.

Administration of prescribed medication to students should only be undertaken by staff and in accordance with school policy.

You must follow staff instructions during evacuations and lockdown procedures.

USE OF ALCOHOL, DRUGS AND TOBACCO

You must never:

- Smoke whilst on school grounds
- Use, possess, or be under the influence of alcohol at any time
- Use, possess, or be under the influence of illegal drugs at any time

WHAT HAPPENS IF I BREACH THE CODE OF CONDUCT?

The actions taken by the school may include disciplinary actions ranging from a warning to the termination of the volunteer role. The school will reserve the right to determine the full response to any breach.

Please sign as acknowledgement that you have read and understand your expectations as a volunteer.

Thank you.

I have read and agree to adhere to this Code of Conduct:

Name: …….....

Signature: ……

Date: …….....