



Volunteer Code of Conduct

Safeguarding Children and Young People

Code of Conduct - Volunteers

St Luke's Catholic Primary School, Shepparton North VIC 3630

School Board Endorsed / Ratified: June 2018.

Review Date: February 2019

COMMITMENT TO CHILD SAFETY

All students enrolled, and any student visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

Central to the mission of St. Luke's Catholic Primary School is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

This Code of Conduct has a specific focus on safeguarding children and young people at St Luke's Catholic Primary School, Shepparton North against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement child protection legislation, school policies/procedures and professional standards, codes of ethics as these apply to staff and personnel. All volunteers at St Luke's Catholic Primary School, Shepparton North are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child-safe principles and expectations for appropriate behaviour towards and in the company of children, as noted in this document.

All volunteers of St. Luke's Catholic Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All volunteers St. Luke's Catholic Primary School are required to hold a valid Working With Children's Check. ***All Working with Children Check cardholders have legal obligations and responsibilities under the Working with Children Act 2005 (the Act) and the Working with Children Regulations 2016 (the Regulations).***

Volunteers are required to sign in upon arrival at administration & sign out at departure.

Acceptable behaviours

All volunteers are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)

St Luke's Catholic Primary School provides a child safe environment, where all students have the right to be treated with respect, dignity and will be protected from harm.

- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the school's leadership (or child safety officer if the school has appointed someone to this role)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- reporting any child safety concerns to the school's leadership (or child safety officer if the school has appointed someone to this role)
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.

Unacceptable behaviours

All volunteers must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children) - This point reflects St Luke's Catholic Primary School CHILD PROTECTION: Grooming Policy. Please note; incidental gifts or rewards given by a volunteers to an individual for instances such as sportsmanship or encouragement are deemed appropriate
- exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have any online contact with a child (including by social media, email, instant messaging etc.) or their family (unless necessary e.g. by providing families with e-newsletters or assisting students with their school work)
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children while under the influence of alcohol or illegal drugs
- consume drugs at school or school events.
- consume alcohol at school or at school events in the presence of children. *(With the exception of the school governing body (St Luke's School Board) endorsed events, where the responsible consumption of alcohol is permitted) - End of year picnic DEC 14th 2018.*

(Adapted from Source: VRQA, CECV)

I, _____, confirm I have been provided with a copy of the above Code of Conduct.

Signed: _____ Date: _____

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Volunteer Agreement

St Luke's Shepparton values the contribution of all members of the school community in volunteering their time and effort. To assist St Luke's Shepparton in providing a safe environment and a positive educational climate, volunteers are expected to comply with the following guidelines:

Put Safety First

Volunteers should:

- Observe safe work practices which avoid unnecessary risks;
- Only work according to their level of competency;
- Follow reasonable safety instructions given by supervisors;
- Report any safety hazard or hazardous practice they observe; and
- Assist in implementing evacuation procedures if required.

Have Respect for Others

Volunteers should treat students, staff and other members of the school/college community with respect and in particular should:

- Treat everyone with courtesy, sensitivity, tact, consideration and humility;
- Dress appropriately having regard to the nature of the volunteer activity;
- Assist in the creation of an environment free from fear, harassment, racism or exploitation;
- Respect the cultures, beliefs, opinions and decisions of others;
- Take reasonable instruction from staff and not obstruct staff in the execution of their duties; and
- Avoid waste or extravagance and make proper use of the resources of the school/college.

Communication

Volunteers should use appropriate communication skills when engaging with students, staff and other members of the school/college community and in particular should:

- Avoid swearing or other use of profanities;
- Use non-discriminatory respectful and non-judgmental language;
- Maintain appropriate levels of confidentiality;
- Be aware of people's personal space;
- Be aware of their own body language; and
- Seek advice where appropriate.

Prohibited Conduct

Whilst volunteering and/or on school/college property, volunteers must not:

- Smoke or use tobacco products;
- Use, possess, or be under the influence of alcohol;
- Use, possess, or be under the influence of illicit drugs; or
- Utilise their position to take advantage of any young person.

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You are a Volunteer

The “volunteer role” St Luke’s Catholic Primary School Shepparton is a volunteer position. This means that you:

- May be involved in providing support, guidance and supervision directly to students;
- Could potentially have direct unsupervised contact with students;
- Perform all duties on a voluntary basis, of your own free will;
- Will not receive payment for your work;
- Are not an employee of St Luke’s Shepparton; and
- Are not entitled to a salary or any other entitlements associated with employment.

Role description and details

- **Classroom volunteering in any student learning capacity.** *All activities undertaken by a volunteer, will be under the direct supervision and explicit instruction of the classroom teacher.*

May include, but are not limited to...

- Small groups or 1:1 literacy and numeracy learning experiences / activities
- Small groups or 1:1 ICT learning experiences / activities
- Guest speaking / sharing
- Learning experiences / activities directed by classroom teacher
- Environmental, cultural events / activities

- **St Luke’s School Board**

May include, but are not limited to...

- Membership of the School Board and/or sub committees and associated voluntary work, involvement and engagement in St Luke’s school and community.

- **St Luke’s Community Group**

May include, but are not limited to...

- Membership of the Community Group and/or sub committees and associated voluntary work, involvement and engagement in St Luke’s school and community.
- Fundraising events / activities (ie: Cooking BBQ / kitchen / coffee)
- Social events / activities (ie; end of term disco)
- Working bee’s

- **Sports**

May include, but are not limited to...

- Membership of the Sports Club and/or sub committees and associated voluntary work, involvement and engagement in St Luke’s school and community.
- Sports coaching and training.
- Internal school sports participation and transportation.
- SPSSA Inter-school participation and transportation.
- Inter-schools sports

- **Camps and excursions**

All activities undertaken by a volunteer, will be under the direct supervision and explicit instruction of the classroom teacher or camp/facility supervisor.

May include, but are not limited to...

- Associated voluntary work, involvement and engagement in school camps, excursions, day trips.

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- Bus / transport travel.

What St Luke's Shepparton will do for you

St Luke's Shepparton values its volunteers and we will endeavour to provide you with:

- A thorough conversation with the either / or (depending on context) with the classroom teacher, Deputy Principal or Principal so that you can understand your role and the tasks you are authorised to perform as a volunteer;
- A safe and healthy environment in which to perform your role;
- A supervisor, so that you have the opportunity to ask questions and get feedback; and
- Insurance to cover you for the volunteer duties you are authorised to perform.

Insurance

We are committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by us. St Luke's Shepparton has the following insurances in place:

Catholic Church Insurance (CCI) ABN: 76000005210

Public Liability Insurance

Policy Number: 03 LIA 300004

Reference Number: 03 PLS 142531

What St Luke's Shepparton asks of its volunteers

We ask that you:

- Abide by our Code of Conduct for Volunteers which forms part of this agreement;
- Participate in all relevant induction and training programs;
- Use any property or equipment given to you in your role only for purpose of the job and return it to the school/college when you finish your volunteer role;
- Let us know if you wish to change the nature of your contribution; and
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

Contact person

Your initial contact person at St Luke's Shepparton will be School Administration.

Ph: (03) 58 22 18 34

Email: office@slshepparton.catholic.edu.au

Information we require before you can start in volunteer role

Before you can commence the volunteer role, we need the following documents:

- A signed copy of this agreement;
- A Working with Children Check as required by the *Working with Children Act 2005 (VIC)*. PLEASE NOTE: **You must nominate St Luke's Catholic Primary School, Shepparton North as your volunteer organisation.**

Volunteer name _____

Volunteer signature _____

Date _____

Supervisor name _____

Supervisor signature _____

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