



## Volunteer Code of Conduct

Date Approved:	20 June 2023
Approved by:	SCC Board

### OVERVIEW

The Shepparton Christian College Volunteer Code of Conduct outlines a standard of behaviour expected from volunteers at our school. The school recognises our volunteers as one of our greatest assets. The Code of Conduct sets out the school's expectations with respect to personal conduct and its intent is to promote integrity and ethical behaviour and to guide individuals' dealings with students and members of the school community as they perform their duties within the school. Volunteers are expected to model the school's values of compassion, humility, respect, integrity, service and truth.

### SCOPE

This Code of Conduct applies to all volunteers and must be read in conjunction with the Child Safety Code of Conduct.

### EXPECTATIONS

As a volunteer, you are expected to:

- Follow the SCC Child Safety Code of Conduct
- perform your duties to the best of your ability and be accountable for your performance;
- follow reasonable instructions given by staff;
- comply with lawful directions;
- be courteous and respectful in dealing with staff, students, parents and members of the public (if applicable);
- work collaboratively with staff and your fellow volunteers;
- ensure that your conduct is consistent with the ethos of the College and does not damage the reputation of the College;
- comply with all College policies, procedures and rules as distributed and/or explained to you; and
- undertake any training, orientation or induction as required by the College.

As a volunteer, you have a right to:

- receive respect, cooperation and support from staff, students and parents;
- receive recognition and feedback from supervising staff members;
- be assigned suitable projects, tasks or jobs;
- decline to perform tasks that you feel unable to do or would rather not do; and



- be provided with sufficient information and instruction to perform your duties adequately and safely.

## **CHILD SAFETY**

At SCC, the safety and wellbeing of our students is of paramount importance. Volunteers should be aware that Child Protection legislation applies to them in the course of their duties as a volunteer and a breach of the legislation can lead to criminal charges and being barred from working with children.

Volunteers must immediately report any child safety or wellbeing concerns to a member of staff. For the avoidance of doubt, this includes reporting to a member of staff:

- Any concern or suspicion about the physical, psychological or emotional health, safety or wellbeing of a student;
- Any concern or suspicion about the inappropriate action or behaviour of any adult; and
- Any concern or suspicion about any adult in the school environment (including employees, contractors, volunteers and visitors) regarding an allegation made under the Reportable Conduct Scheme.

## **CONFIDENTIALITY AND PRIVACY**

Whilst you are working as a volunteer, you may receive or overhear confidential information regarding students, staff or other volunteers. Confidential information received in the course of your volunteering must be kept confidential.

Confidential information means all information relating to:

- a) the school's business and financial affairs, current and future students and parents, and staff school
- b) the methods, processes, systems, techniques, practices and procedures employed by the school.

You must not, either during your time at the College or after it has ended, disclose any confidential information developed, accessed or acquired by you as a result of your work, except:

- a) as required by law; or
- b) with the College's prior written consent

Discussing information you have received during your volunteer role with staff, students, family, friends or other volunteers inside or outside the school is not acceptable. You must only use the confidential information for the purpose of your work. Confidentiality requirements apply to the use of social media and email.

Privacy laws protect personal information about volunteers, students and staff. You may need to be told specific detail about a student to enable you to carry out your volunteer role. We will only provide you with information that is necessary for your role. Not all volunteers you are working with may need to be aware of this information, therefore this information needs to be treated as private and confidential.



## **SOCIAL MEDIA**

Privacy is important to our students, staff, parents and school community. We ask that you do not post photos of students, staff, parents or other volunteers to your social media accounts.

Volunteers must not use social media to post offensive, inappropriate, disparaging or defamatory comments or material about SCC, its students, staff, parents or volunteers on any social media account.

## **PHOTOGRAPHS**

In your capacity as a volunteer, we ask that no photo or video be taken of any SCC students other than your own child/ren.

## **OCCUPATIONAL HEALTH AND SAFETY**

As a volunteer, you have a responsibility under Work Health and Safety legislation to take care of your own health and safety. Considerations of safety relate to both the physical and psychological wellbeing of individuals.

You must report all incidents, injuries, near misses or hazards that you witness or identify immediately (within 24 hours) to your supervisor or the Business Manager. If a hazard is identified and requires immediate attention, you should report the hazard to the Business Manager for immediate action.

It is a requirement, for the safety of our whole school community, that you stay at home if you are unwell and that you fully recover before returning to volunteer.

## **SIGN IN PROCEDURE**

All Volunteers must report to the school office on arrival and departure. Volunteers must:

- Record their name, signature, date and time and purpose of visit;
- Provide proof of identification to staff, upon request;
- Wear a visitor's lanyard at all times; and
- Return to the office upon departure, sign out and return their lanyard.

## **EMERGENCY PROCEDURES**

In the event of an emergency, you should obey all reasonable and lawful directions of staff and follow their guidance. A copy of the school's Emergency Evacuation Map is provided in Appendix 1. You should familiarise yourself with the layout of the school's premises and be aware of emergency evacuation and lockdown procedures, evacuation routes and assembly points.

## **MEDICATION/ALLERGIES**

Volunteers should never purchase, give medication to, or administer medication to a student. If you are required to give food or drink to a student, please check with the staff member responsible beforehand, as there may be health issues of which you are not aware.

## **EXCURSIONS**



Risk assessments are completed prior to all excursions. Volunteers will be advised of the details of their role if they attend excursions.

### **EXPENSES**

Volunteers will be reimbursed for authorised expenses incurred while performing their role. These expenses must be authorised by the Business Manager prior to purchase.

### **GRIEVANCES**

A grievance is a real or perceived cause for complaint. A grievance can be about discrimination, harassment, bullying or any other related decision or behaviour which a volunteer sees as unfair, upsetting or unjust. If you have a grievance, or would like to talk confidentially about your concerns, please contact the Principal or refer to the College's Grievance Policy.

### **DRESS CODE**

Volunteers are not required to wear a uniform. The school, however, does require you to wear comfortable covered footwear and smart casual clothing suitable to your volunteer role. If your role requires you to wear personal protective equipment (PPE), this will be supplied to you with instructions of use. If PPE is supplied, it must be worn at all times.

### **DRUGS, ALCOHOL AND TOBACCO**

When volunteering at the school, you should not be under the influence of drugs or alcohol. Smoking is not permitted on school grounds or in any of the school facilities or whilst you are accompanying students, whether it be on school premises or at another venue.

### **BREACHING THE CODE OF CONDUCT**

If a volunteer fails to comply with this Code of Conduct, SCC may respond in a number of ways, depending on the nature of the breach, but which may include:

- Issuing the volunteer with a warning (verbal or written) in relation to the breach and advising the volunteer of the consequences should a further breach occur;
- Limiting or banning the volunteer's access to school premises or from attending or being involved in school activities, functions or events;
- Terminating the engagement of the volunteer; or
- Reporting the behaviour to Victoria Police or any other relevant agency, as appropriate or required by law.

The school will reserve the right to determine in its entirety the response to any breach of this Code.



## CONTACT INFORMATION

If you have any questions regarding this Code of Conduct, please contact the Principal or Business Manager.

Chris Aiton

Principal

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Bernadette Jorgji

Business Manager

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We sincerely hope that you enjoy your experience volunteering at Shepparton Christian College and we look forward to the positive contribution you will make towards the school. Thank you for giving your time in a volunteer capacity for the benefit of our students and the wider school community.

**APPENDIX 1: EMERGENCY EVACUATION MAP**

**Evacuation Map**

