Volunteer, Visitor and Contractor Code of Conduct

Date approved:	17 September 2024
Approved by:	SCC Board

OVERVIEW

The Shepparton Christian College (SCC) Volunteer, Visitor and Contractor Code of Conduct outlines a standard of behaviour expected from volunteers, visitors and contractors at our school. 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, Visitors and Contractors 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, visitors and contractors and must be read in conjunction with the Child Safety Code of Conduct.

EXPECTATIONS

As a volunteer, visitor or contractor 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 wider school community and public;
- work collaboratively with staff and other volunteers, visitors and contractors;
- 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, visitor or contractor 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; 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, visitors and contractors should be aware that Child Protection legislation applies to them in the course of their duties and a breach of the legislation can lead to criminal charges and being barred from working with children.

Volunteers, visitors and contractors must immediately report any child safety or wellbeing concerns to a member of staff. This includes reporting:

- 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, volunteers, visitors and contractors) regarding an allegation made under the Reportable Conduct Scheme.

CONFIDENTIALITY AND PRIVACY

In the course of your duties you may receive or overhear confidential information regarding students, staff or other adults. Confidential information received in the course of your duties must be kept confidential.

Confidential information means all information relating to:

a) the school's business and financial affairs, current and future students, parents, staff and all other members of the school community
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 duties, except:

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

Privacy laws protect personal information. You may need to be told specific details about a student to enable you to carry out your duties. We will only provide you with information that is necessary for your role and this information needs to be treated as private and confidential. Discussing this information with anyone within or outside the school is not acceptable. Confidentiality requirements apply to the use of social media and email.

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, visitors or contractors to your social media accounts. No offensive, inappropriate, disparaging or defamatory comments or material about SCC, its students, staff, parents, volunteers, visitors or contractors must be posted on any social media account.

PHOTOGRAPHS

In your capacity as a volunteer, visitor or contractor, no photos or video may be taken of any SCC students other than your own child/ren, unless directed by the school.

OCCUPATIONAL HEALTH AND SAFETY

As a volunteer, visitor or contractor you have a responsibility under Work Health and Safety legislation to take care of your own health and safety and not put others at risk. Considerations of safety relate to both the physical and psychological wellbeing of individuals. The school encourages your input and ideas about risks and how to control them.

You must report all incidents, injuries, near misses or hazards that you witness or identify to your supervisor or the Business Manager as soon as practical. If a hazard requires urgent attention, you should report the hazard to the Business Manager for immediate action.

If you are injured in the course of your duties please report to the First Aid Room located at the school office. For contractors engaged out of school hours, please report to the Property Manager or Site First Aid Officer.

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 the school.

SIGN IN PROCEDURE

All volunteers, visitors and contractors must report to the school office on arrival and departure.

Volunteers must:

- Sign in using the iPad or QR code
- Wear the issued VISITOR sticker at all times
- Return to the office upon departure to sign out

EMERGENCY PROCEDURES

In the event of an emergency, you should obey all reasonable and lawful directions of staff and follow their guidance. 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 (see Site Map)

MEDICATION/ALLERGIES

Volunteers, visitors or contractors should never purchase, provide 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.

CAMPS/EXCURSIONS

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

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, visitor or contractor perceives 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 school's Grievance Policy.

DRESS CODE

Volunteers, visitors and contractors are required to wear comfortable covered footwear and smart casual clothing suitable to your role. If your duties as a volunteer or visitor 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

Volunteers, visitors and contractors must not be under the influence of drugs or alcohol in the course of their duties. Smoking and vaping 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, visitor or contractor 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 a warning (verbal or written) in relation to the breach and stating the consequences should a further breach occur;
- limiting or banning access to school premises or from attending or being involved in school activities, functions or events;
- terminating the engagement of the volunteer, visitor or contractor; 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.

AMENITIES/STAFF ROOM/FIRST AID

See Site Map

CONTACT INFORMATION

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

Chris Aiton	Bernadette Jorgji
Principal	Business Manager

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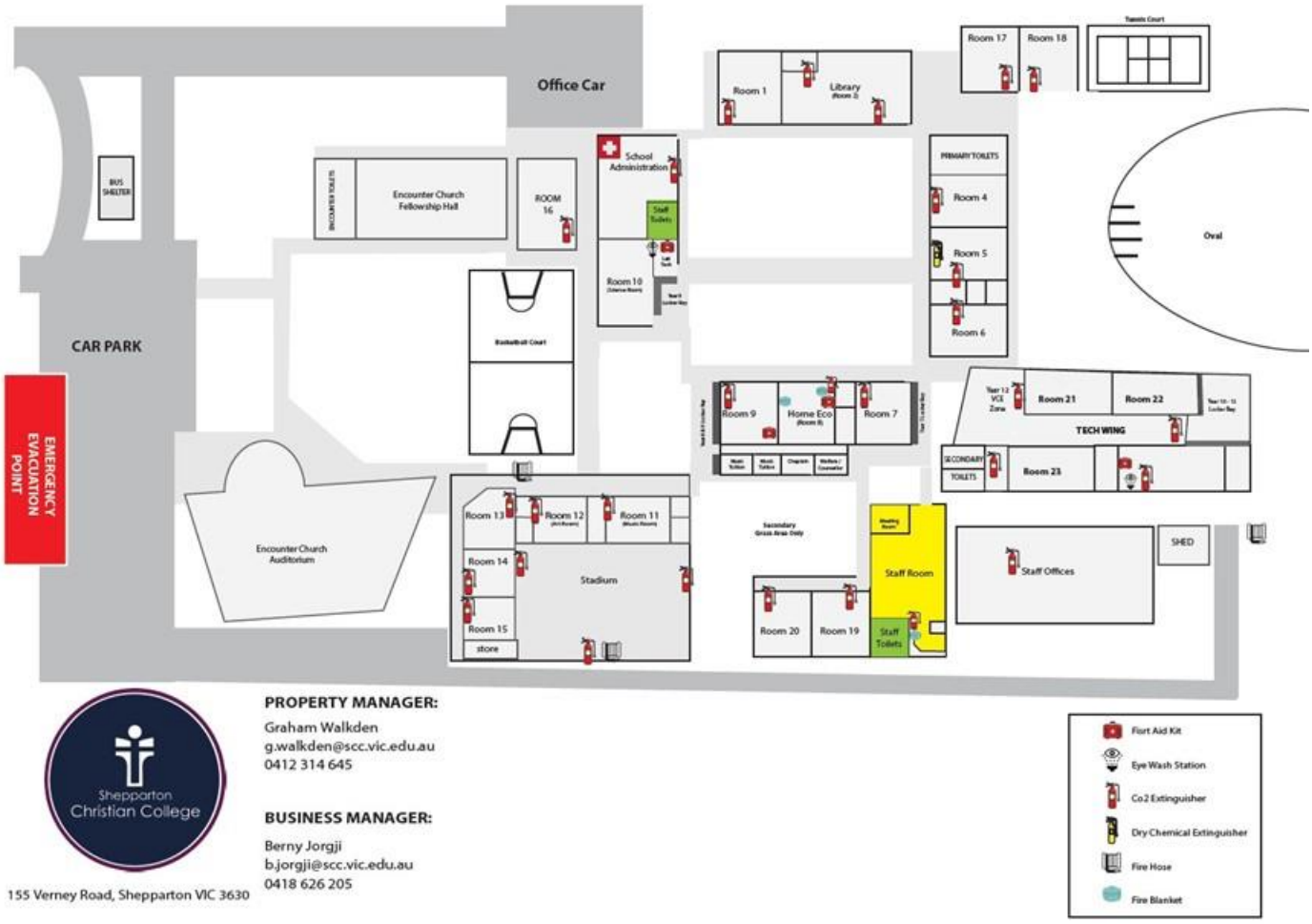
SITE MAP