



Code of Conduct - Volunteers

1. RATIONALE

Volunteers are a valuable part of the Lindisfarne Anglican Grammar School community and volunteer assists us to provide an extensive and rich educational program. The nature of volunteer work at the school, often involving work and interaction with children, means that there are a range of obligations and responsibilities which must be undertaken by volunteers.

2. INTENDED USE

This Code of Conduct is intended to be made available to the School's volunteers at the commencement of their role and it is to be available and/or provided to volunteers during the course of their involvement with the school. The Code forms comprehensive directions to all volunteers as to the expected standard of behaviour.

This Code of Conduct applies to all volunteers at Lindisfarne Anglican Grammar School.

3. AIM

The aim of the Code is to outline the standards of behaviour expected of all volunteers at Lindisfarne Anglican Grammar School.

This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your role. Instead, it sets out general expectations of the standards of behaviour required.

The Code places an obligation on all volunteers to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative school that people are happy and proud to be part of.

4. WHO HAS TO COMPLY WITH THIS CODE OF CONDUCT?

By accepting a volunteer role with Lindisfarne Anglican Grammar School, you must be aware of and comply with this Code.

Therefore, you must:

- Conduct yourself in a manner that upholds the ethos and reputation of the School
- Comply with the School's policies and procedures
- Act ethically and responsibly
- Be accountable for your actions and decisions.

Volunteers working within the School must be aware of this Code and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with the conduct set out in this Code may result in the volunteer role being terminated.

5. 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.

6. WHAT IS EXPECTED OF YOU AS A VOLUNTEER?

As a School Volunteer, you are expected to:

- 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 responsive in dealing with staff, students, parents and members of the public (if applicable)
- Work collaboratively with staff and your colleagues
- Ensure that your conduct is consistent with the ethos of the school and does not damage the reputation of the school.

7. WHAT HAPPENS IF I BREACH THE CODE OF CONDUCT?

As a School Volunteer, you hold a position of trust and are accountable for your actions.

The consequences of inappropriate behaviour and breaches of this Code will depend of the nature of the breach.

Actions that may be taken by the School in respect of a breach of the Code include disciplinary actions ranging from a warning to termination of the volunteer role. The School will reserve the right to determine in its entirety the response to any breach of this Code.

8. REQUIRED REPORTING

Volunteers are required to report certain information to the School

All volunteers are required to inform the Principal or the Heads of the Sub Schools if they are charged with or convicted of a serious offence. You must also report if you become the subject of an Apprehended Violence Order.

If, through your volunteer role, you become aware of a serious crime committed by another person, you are required to report any concerns you may have about the safety, welfare or wellbeing of a child or young person by actions of staff, parents clergy or church to the Principal. It is the responsibility of the Principal and this responsibility cannot be delegated.

As a volunteer, you must report to staff:

- Any concerns that you may have about the safety, welfare and wellbeing of a child or young person
- Any concerns you may have about the inappropriate actions of any other staff member,

- contractor or volunteer that involves children or young people
- Any concerns you may have about any other staff member, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you
- If you become aware that a staff member, contractor or volunteer has been charged with or convicted of an offence involving 'reportable conduct'
- If you become the subject of allegations of 'reportable conduct', whether or not they relate to your role in the school.

Please refer to the School's Child Protection Policy (located on the School's website) for further information about these obligations.

9. RESPECT FOR PEOPLE

The School expects volunteers to treat all others with respect and courtesy.

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

Similarly, it is important for you to treat your colleagues, all staff, contractors, students and parents with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language 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. Bullying may be a breach of your obligations under your duty of care at common law.

10. DUTY OF CARE AND WORKPLACE HEALTH AND SAFETY (WHS)

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 commensurate with the students' maturity and ability.

You have a responsibility under WHS legislation to take care of your own health and safety whilst in a volunteer role. It is your responsibility to ensure that your activities do not place at risk the health and safety of staff, students and other persons that you may come into contact with whilst in the role. Considerations of safety relate to both physical and psychological wellbeing of individuals. 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.

Duty of care to students applies during all activities and functions conducted or arranged by the School for which you are engaged as a volunteer helper. 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/volunteer coordinator.

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.

11. PROFESSIONAL RELATIONSHIPS WITH STUDENTS

As a School volunteer, you are expected to always behave in ways that promote the safety, welfare and well-being of children.

- 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 and/or students' parents to do so.
- Assessing a student who is injured or ill may necessitate touching the student. Always advise the student and supervisor 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.

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, derogatory remarks, inappropriate familiarity or offensive comments.

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

- invite students to your home
- visit students at their home

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

You should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviours.

12. CHILD PROTECTION

You must be aware of and comply with the School's [CHIL001 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 or the Heads of the Sub-Schools. This includes self-disclosure if the allegation involves you.

Broadly, 'reportable conduct' includes:

- Any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence)
- Any assault, ill treatment or neglect of a child
- Any behaviour that causes psychological harm to a child, whether or not the child consents.

13. 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.

The [Child Protection \(Working with Children\) Regulation 2013](#) contains two exemptions for all parents and guardians volunteers:

- Volunteering by a parent or close relative of a child in activities at Lindisfarne Anglican Grammar School
- Volunteering by a parent or close relative, with a team, program or other activity in which the child usually participates or is team member.

If your volunteering works fit of these descriptions, you do not need to get a check. Please contact the School directly if you have any questions regarding the Working with Children's Check.

14. APPROPRIATE USE OF ELECTRONIC COMMUNICATION AND SOCIAL NETWORKING SITES

By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever. Be mindful when using this as a means of communication.

You must never use the School's networks to view, upload, download or circulate any of the following materials:

- Sexually related or pornographic message or material
- Violent or hate-related messages or material
- Racist or other offensive messages aimed at a particular group or individual
- Malicious, libellous or slanderous messages or material
- Subversive or other messages or material related to illegal activities.

Workplace Health and Safety is of fundamental importance to the School. Maintaining a safe work environment requires everyone's continuous cooperation.

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
- Verbally harass or abuse any person or use profanity while volunteering.

15. CONFIDENTIAL INFORMATION

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

As a School Volunteer, you must not disclose personal information about other volunteers or staff members to students or parents or discuss their work performance, except if authorised by the Principal in the context of grievance resolution.


As a School Volunteer, you must only use confidential information for the school-related

purposes it was intended. Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal. You must make sure that confidential information, in any form cannot be accessed by unauthorised people.

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. 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.

16. POLICY ADMINISTRATION

These procedures will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

CODE006 Code of Conduct for Volunteers	
Date of Formulation	May 2011
Date of Last Review	August 2018
Date of Next Review	August 2021
Owner	Mary-Ellen Jackman
Position Held	Director of HR
Approved by the Principal	 Approved August 2018



Volunteer Declaration

- I have read, understood and agree to comply with the terms of the Lindisfarne Anglican Grammar School Code of Conduct
- I understand that a violation of this Code of Conduct may result in cessation of my involvement as a volunteer.
- By signing this declaration, I give the School assurance that I have not:
 - Been dismissed from any employment or voluntary work on the grounds that I was involved in improper conduct of a sexual nature with a student or child; or
 - Retired or resigned from employment or voluntary work following allegations that I was involved in improper conduct involving child abuse with a student or child; or
 - Been advised by any employer or volunteer organisation that my name has been included on a list of those not to be employed in a child related area of activity; or
 - Been dismissed from any employment or voluntary work on the grounds that I administered corporal punishment to a student or child.

Please sign this declaration only if you can give this assurance. You may wish to speak with the Principal, Head of Senior School or Head of Middle School about any relevant matters. If you sign the declaration when you are not in a position to give such an assurance, the School may need to ask for your volunteer services to cease.

(Please Print):

First Name:

Family Name:

Volunteer's Signature:

Date: _____ / _____ / _____

Office Use Only:

Entered into database: Yes/No

Date: / /

Further information required: Yes/No