CODE OF CONDUCT for VOLUNTEERS

1.0 POLICY STATEMENT

Lindisfarne Anglican Grammar School aims to develop and maintain a safe and secure learning environment for all students, volunteers and staff. The School expects all staff and volunteers to act in the best personal and educational interests of every child and to treat all students equally with appropriate courtesy, sensitivity, tact, consideration and humility. This Code of Conduct has been developed to help achieve this goal.

Please read this Code thoroughly and observe all School policies and directives when fulfilling the volunteer’s role. To ensure our children’s safety your signature is required on the Volunteer/Student Worker Declaration as your agreement to abide by the expectations described below.

2.0 DEFINITION

Volunteer: any visitor to the School, including parents, volunteers, workshop presenters, guest speakers, contractors, peripatetic staff and all other visitors. A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement of incidental costs, performs a task at the direction of and on behalf of Lindisfarne Anglican Grammar School. A volunteer must read and assent to these Policy and be officially accepted by Lindisfarne Anglican Grammar School prior to performance of any task. Unless specifically stated, volunteers shall not be considered as employees of Lindisfarne Anglican Grammar School.

3.0 GUIDELINES

3.1 Contacting Other Volunteers

Occasionally, volunteers might need to contact other volunteers with regard to their activities with Lindisfarne Anglican Grammar School. The School expects all such communications among volunteers to follow standard professional practice. School staff will not share contact or other personal information about a volunteer with another volunteer without the express consent of all parties involved.

3.2 Copyright/Ownership Issues

Materials produced by volunteers for Lindisfarne Anglican Grammar School, including newsletter articles, graphics materials, etc, become the property of Lindisfarne Anglican Grammar School upon submission.

3.3 Ending Your Volunteer Role

Continuity and a degree of certainty help build our students’ sense of security. Activities, such as reading groups, are long term and strategic in nature. The School generally asks these volunteers to provide their services for at least an entire term.

You can cease volunteering with Lindisfarne Anglican Grammar School upon the completion of any volunteer task, or when you are not currently engaged in a task.
3.4 Dismissal of a Volunteer

Volunteers who do not adhere to these guidelines or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the Principal or an Assistant Principal. Possible grounds for dismissal include, but are not limited to: committing a reportable offence; gross misconduct or insubordination; theft of property or misuse of School materials; abuse or mistreatment of students, staff or other volunteers; failure to abide by School policies and procedures; and, failure to satisfactorily perform assigned duties.

3.5 Insurance and Liability

Volunteers may be protected under Insurance Policies held by Lindisfarne Anglican Grammar School.

Such coverage may only exist while volunteering on behalf of Lindisfarne Anglican Grammar School and under the direction of School staff.

Volunteers are expected to understand the inherent risks of volunteering with Lindisfarne Anglican Grammar School. Further, volunteers hereby waive any claims against, indemnify, and hold harmless Lindisfarne Anglican Grammar School, its respective officers, employees, representatives and volunteers from any and all liability, including legal fees, that may result from illness, personal injury, property damage or wrong doing resulting from their involvement with the School.

3.6 Representing Lindisfarne Anglican Grammar School

Volunteers are asked to not contact organisations or individuals on behalf of the School. Prior to any action or statement that may significantly affect or obligate Lindisfarne Anglican Grammar School, volunteers must consult with the staff member responsible for the activity. These actions may include, but are not limited to, public statements to the press, lobbying efforts with other organisations or any agreements involving contracts, resources, finances, or other obligations.

3.7 Screening/Reference Checks

Volunteers must complete a Volunteer/Student Worker Declaration. Professional or personal character references may also be required.

3.8 Volunteers Under 18

Volunteers under the age of 18 years must complete a waiver signed by a parent or legal guardian in order to volunteer with Lindisfarne Anglican Grammar School. In addition, a parent or legal guardian must co-sign this Code of Conduct statement. Volunteers under the age of 18 years must share these and any other volunteer orientation materials with their parents. Parents are invited to contact the School with any questions.

3.9 Discipline

Lindisfarne Anglican Grammar School expressly forbids the use of Corporal Punishment for the enforcement of discipline of the students by staff and volunteers of the School.

Lindisfarne Anglican Grammar School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the School.
Corporal punishment of a student means the application of physical force in order to punish or correct the student, but does not include the application of force only to prevent personal injury to, or damage to or the destruction of property of, any person (including the student). Education Act 1990 No: 8

Lindisfarne Anglican Grammar School expressly prohibits volunteers from disciplining students and directs them to refer the matter to the teacher in charge of the activity, should the need arise.

4.0 PROCEDURES

• Sign in immediately upon arrival at the School Office and sign out on departure.
• Wear appropriate identification badges visibly at all times (as issued by the School Office).
• Participate in effective two-way communication and give clear instructions wherever appropriate.
• Be aware of Lindisfarne Anglican Grammar School’s Evacuation and Lockdown procedures and the location of First Aid Facilities.
• Observe the School’s Student Management Discipline Policy and Behaviour Management Discipline Policy.
• Refer all disciplinary matters to the staff member responsible for the assigned activity in the first instance. Please note that the School does not condone any form of corporal punishment towards the students.
• Observe normal School procedures regarding the day-to-day running of the School.
• Not implement any significant departures from the prescribed activity for which they have volunteered without first discussing the proposed change with the staff member responsible for the activity.
• Will conduct themselves in a manner and use language that is appropriate and of a high standard at all times.
• Endeavour to learn the first names of all students with whom they work, and will normally expect students to call them by their formal title (e.g. Mr or Mrs Smith, etc).
• Dress in presentable clothes (or those suitable for the activity) that reflect the staff level of dress.
• Volunteers are asked to put pagers and mobile telephones in “silent/vibrate” mode, so as not to disrupt or distract from activities, especially during chapel and assemblies.

5.0 GENERAL PRINCIPLES, CONFIDENTIALITY

• Value our role in ensuring the safety, privacy and confidentiality of all students, staff and other visitors.
• Observe principles of confidentiality in relation to all aspects of the School’s operation – no school documents or processes should be shared with or discussed with any third party, including family members.
• Avoid discussing any aspect of personal information relating to a student, staff member or another volunteer with any third party, including family members of either the volunteer or the student concerned.
• Avoid counselling students on personal issues. Discuss information relating to the well-being of a student with the staff member responsible for that student or activity only, observing the student’s right to confidentiality at all times. If the teacher in charge of the activity is unavailable, discuss with the Assistant Principal only, who may then decide to report to the Principal.

6.0 EQUITY AND DIVERSITY

• Encourage and provide support to all students equally. Recognise and congratulate achievement and nurture enthusiasm.
• Value others irrespective of race, religion, colour, age, gender or belief.
• Treat all students, staff and visitors with appropriate courtesy, sensitivity, tact, consideration and humility.
• Actively discourage bullying, victimisation or demeaning humour by reporting to the responsible staff member.
• Use positive reinforcement rather than criticism, competition or comparison when working with students.
• Take care of, respect and support each other.

7.0 SAFETY

• Report all injuries, illnesses, accidents and near misses immediately to the staff member responsible for the activity. If necessary, fill in an Accident Form.
• Put the safety of all students, other visitors and staff first in all activities and observe duty of care to themselves and others.
• Follow all procedures to the best of their ability at all times and promote healthy and safe work practices.
• Recognise, that in the use of specialised equipment, training is fundamental to its safe operation.
• Avoid posing any health risk to others (ie, fevers or other contagious situations).

8.0 PRACTICAL TIPS

• Avoid being alone with individual students in any circumstance.
• At least two adults should be present when there is only one child, and at least two children should be present when there is only one adult.
• Ensure any one-on-one work with a student is conducted in a public area or in a visible area such as in an office with an interior window or an open door so that another adult can be present outside the room as a witness.
• Maintain suitable sight lines, leaving doors and blinds open if working in a withdrawal room or other confined space.
• Do not accept expensive gifts from a student or give expensive gifts to a student.
• Avoid, during excursions or sports activities, being the only adult in a bathroom, shower room, locker room or other dressing areas whenever students are using such facilities. If volunteers need to monitor the area or deal with discipline, they must take care to leave the door ajar or to call for another teacher or volunteer to assist.
• Avoid comments of a sexual nature and refer any questions of this type from a student to the teacher-in-charge.
• Never touch a student other than to provide first aid and advise the student of what you will be doing.
• Avoid contacting students outside of school hours by telephone, email or any other means.
• Do not seek the telephone numbers, home addresses, e-mail addresses, or any other contact information from students, for any purpose unless required as part of your role as a volunteer, and then only with direct approval from the School and the appropriate parent(s).
• Do not use or distribute in print or electronic form any student photographs or personal information about students.
• Should a child with whom you are working disclose any information that may indicate a case of reportable conduct (previously child abuse), refrain from asking leading questions. Do not attempt to investigate. Report the matter directly and only to the teacher-in-charge of the activity for which you have volunteered. If he/she is not available see the Assistant Principal or the Personal Assistant to the Principal. Do not discuss with any other person/s.
• Co-operate fully with all appropriate authorities in any investigation of reportable conduct of any student.
• Please note that tobacco, alcohol, illegal drugs, weapons and inappropriate videos, reading materials or other objects are not permitted on the School grounds.
CODE OF CONDUCT for VOLUNTEERS – DECLARATION

I have read, understood and undertake to follow all aspects of the Lindisfarne Anglican Grammar School Code of Conduct for Volunteers as a condition of my providing services to students of the School. I understand that, as a volunteer working with students, I may be asked to provide suitable references that may be checked by School staff.

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 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: __________________________

Checklist

Please attach the following documentation:

☐ NSW Working With Children Check – Volunteer/Student Worker Declaration

Office Use Only:

Entered into database: Yes/No __/__/__

Further information required: Yes/No

Should further information be required please contact the Human Resources Dept prior to entering into the database.
9.0 POLICY ADMINISTRATION

This Policy 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.

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