1.0 STATEMENT

St Hilda’s School aims to develop and maintain a safe and secure learning environment for all students, volunteers and employees. The School expects all employees 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 – Volunteers has been developed to help achieve this goal.

Please read this Code of Conduct - Volunteers thoroughly and observe all School policies and directives when fulfilling the volunteer’s role.

2.0 GUIDELINES

2.1 Contacting Other Volunteers

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

2.2 Copyright/Ownership Issues

Materials produced by volunteers for St Hilda’s School, including newsletter articles, graphics materials, etc, become the property of St Hilda’s School upon submission.

2.3 Definition of Volunteer

A volunteer means a person involved in ‘formal volunteering’. Formal volunteering is an activity which takes place in not-for-profit organisations or projects and is undertaken:

- to be of benefit to the community and the volunteer
- of the volunteer’s own free will and without coercion
- for no financial payment; and
- in designated volunteer positions only; and
- performs a task at the direction of and on behalf of St Hilda’s School.

A volunteer must read and assent to these practices, as well as read and sign off on an understanding of the Student Protection in Anglican Schools Policy and reporting procedures, and be officially accepted by St Hilda’s School prior to performance of any task. Unless specifically stated, Volunteers shall not be considered as employees of St Hilda’s School.
2.4 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 volunteers to provide their services for at least an entire term.

You can cease volunteering with St Hilda’s School upon the completion of any Volunteer task, or when you are not currently engaged in a task.

2.5 Dismissal of a Volunteer

Volunteers who do not adhere to these procedures 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 Head of the School or his delegate in which their activity takes place. Possible grounds for dismissal include, but are not limited to: gross misconduct or insubordination; theft of property or misuse of School materials; abuse or mistreatment of employees or other volunteers; failure to abide by School policies and procedures; and failure to satisfactorily perform assigned duties.

2.6 Insurance and Liability

Volunteers may be protected under Insurance Policies held by St Hilda’s School. Such coverage may only exist while volunteering on behalf of St Hilda’s School and under the direction of school employees.

Volunteers are expected to understand the inherent risks of volunteering with St Hilda’s School. Further, volunteers hereby waive any claims against, indemnify and hold harmless St Hilda’s School its respective officers, directors, employees, sponsors, 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.

2.7 Representing St Hilda’s 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 St Hilda’s School, volunteers must consult with the employee 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.

2.8 Screening/Reference Checks

All volunteers and paid employees who work with children in St Hilda’s School must apply for or hold a current blue card. Application forms are provided from the Head of Staff.

Volunteers need a blue card if the usual function of their employment includes or is likely to include:

- providing services at a school that are directed mainly towards children; or
- conducting activities at a school that mainly involve children.
Volunteers do not need a blue card if they are:

- a "registered teacher"; or
- a volunteer parent of a child attending the school; or
- a guest of a school or "recognised body":
  - for the purpose of observing, supplying information or entertainment to 10 or more people, and
  - the activity is for 10 days or less on no more than two occasions per year, and
  - the person is unlikely to be physically present with a child without another adult being present, or
- performing the function of employment at a national or state event organised by a school or "recognised body" (operating at a state or national level):
  - for a sporting, cultural or skill based activity, and
  - the event is attended by more than 100 people, and
  - the work is for 10 days or less on no more than two occasions per year
  - the person is unlikely to be physically present without another adult being present;
- a child under 18 years of age volunteering (except "trainee students" undertaking a course of study with an "education provider").

2.9 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 St Hilda’s School. Volunteers under the age of 18 years must share these and any other volunteer orientation materials with their parents.

2.10 Discipline

St Hilda’s School expressly forbids the use of corporal punishment for the enforcement of discipline of the students by employees or volunteers of the School.

St Hilda’s School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the School.

Please read the above statement. Volunteers are not to discipline students and should refer to the Teacher in charge of the activity, should the need arise.

2.11 Induction

St Hilda’s School will induct all volunteers into the School including but not limited to:

- Child Protection Policies
- Critical Incident Procedures
- Workplace Health and Safety
- First Aid procedures and facilities.

3.0 PROCEDURES

- Sign in immediately upon arrival at the School Office and sign out on departure.
- Wear appropriate identification badges which should be visible at all times (as issued from the School Office)
- Participate in effective two-way communication and give clear instructions wherever appropriate
- Be aware of St Hilda’s School’s Evacuation Procedures and the location of First Aid facilities
- Refer all discipline matters to the employee responsible for their assigned activity in the first instance. Please note that the School does not condone any sort 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 employee 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 employee 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.

4.0 GENERAL PRINCIPLES, CONFIDENTIALITY

• Value our role in ensuring the safety, privacy and confidentiality of all students, employee 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, employee 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 wellbeing of a student with the employee responsible for that student or activity only, observing the student’s right to confidentiality at all times. If the employee in charge of the activity is unavailable discuss with the Deputy Principal only, who may then decide to report to the Head of School.

5.0 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, employee and visitors with appropriate courtesy, sensitivity, tact, consideration and humility
• Actively discourage bullying, victimisation or demeaning humour by reporting to the responsible employee
• Use positive reinforcement rather than criticism, competition or comparison when working with students
• Take care of, respect and support each other.

6.0 SAFETY

• Report all injuries, illnesses, accidents and near misses immediately to the employee responsible for the activity. If necessary fill in an Accident/Incident Form
• Put the safety of all students, other visitors and employees first in all their 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 (i.e., fevers or other contagious situations).

7.0 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 or youth 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 Head of School 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.