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## CODE OF CONDUCT – PARENTS, CARERS & VOLUNTEER

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### PURPOSE

The school seeks to establish and maintain high-level professional standards in relation to all administrative activities within the school.

Just as the School endeavours to support Parents/Carers in the education of their children, the school expects support from Parents/Carers. This working together could be viewed as a "partnership" as Parents/Carers and the School support each other in the education of the child.

Parents/Carers may be asked to help with class activities/excursions from time to time. Volunteering Parents/Carers and other volunteers enrich and enhance the educational opportunities available to students. Parents/Carers and Volunteers are a welcome and valuable expression of partnership and we actively encourage their involvement, in the life of the school

The purpose of this document is to provide guidance and direction to all volunteers and parents/carers regarding their expected standard of behaviour within the School.

### INTRODUCTION

The use of volunteers is at the discretion of the Principal. It is the role of the Principal to ensure appropriate dissemination of this document as well as the timely induction of volunteers via the Geneva Online Induction tool or the Volunteers Brochure *available at the Front Office*.

Whether regular or periodic, the presence of a volunteer needs to be accounted for in some way appropriate to the school and the service they are providing.

When a volunteer is fulfilling their duties, they are considered as "a worker" and work under the same policies/procedures/guidelines as "a worker". The following, sets out in practical terms, what is required of a volunteer/worker to support the ethos of the school and should be read in conjunction with school policies and procedures, which are available in the Front Office.

To be considered a volunteer a person may not be remunerated for their services. A volunteer however may be reimbursed for out of pocket expenses.

## **LAWFUL AND REASONABLE DIRECTIONS**

Volunteers and parents/carers must comply promptly, conscientiously and effectively with all lawful and reasonable decisions and directions given by a duly authorized person.

Volunteers and parents/carers must not knowingly or deliberately impede compliance with, or implementation of, a lawful and reasonable decision or direction.

When making decisions or giving directions to volunteers and parents/carers, staff must act within their legal and organisational responsibilities and delegations. They must make what they believe to be competent decisions and give fair and reasonable guidance and directions.

## **PROFESSIONALISM AND ETHICAL CONDUCT**

Parents, Carers & Volunteers must act in a professional and respectful way that enhances their reputation and the reputation of the school and aligns with the school's Statement of Beliefs, Tenants and Practices. Where a volunteer and parents/carers is not able to subscribe to our Statement of Beliefs, Tenants and Practices, they would be expected to fully uphold the school's Christian education program and be in agreement with the school's Christian values and how these are expressed in the day to day life of the school.

Volunteers and parents/carers must treat staff, students and others within their work environment with the respect and dignity that all deserve. If a parent, carer or volunteer is deemed to be behaving unacceptably the Principal may require that person, verbally or in writing, to do one or both of the following:

- a) to leave the school premises or event
- b) to not re-enter the school or event, for a period specified by the Principal.

Volunteers and parents/carers whose work involves interacting with students have a special responsibility to comply with duty of care requirements and not to be engaged in inappropriate behaviour such as illegal, anti-social, scandalous or disreputable activities which may negatively impact on them being seen as appropriate role models for those students.

Volunteers and parents/carers must uphold and comply with:

- all school policies & procedures
- holding a current Working with Vulnerable People Card & National Police Check (if volunteering at the school for more than 7 days a year)
- any requests to complete training by the school

Volunteers and parents/carers must act promptly in reporting breaches of the law, school policies, as well as misconduct to the school Principal.

Volunteers and parents/carers are expected to promote the safety, welfare and well-being of students, staff, other volunteers and visitors in their workplace environment in accordance with relevant workplace health and safety legislation.

Volunteers and parents/carers must ensure that their personal appearance and presentation are clean, tidy and appropriate for their work role.

Volunteers and parents/carers must ensure that school resources are not used improperly. These resources include financial and material resources as well as intellectual, information, system and knowledge resources related to the work of the school.

Volunteers and parents/carers whose work duties involve purchasing or managing resources on behalf of the school must act within their delegated authority and comply with school procedures for the purchase, use and disposal of any school resource.

## **DUTY OF CARE**

Duty of care is essentially a duty to do for oneself and others everything reasonably practicable to protect from foreseeable harm and actively promote good. While this applies in all aspects of a person's work, it is particularly important for those who have interaction with and responsibility for students.

All students have a basic and expected right to a physical and emotional environment that is free from unreasonable risk of harm. Harm includes any significant detrimental effect to the student's physical, psychological or emotional well-being by any cause and includes minor harm that is cumulative in nature and which would result in a detrimental effect of a significant nature to the student if allowed to continue. Amongst other things, harm can be caused by:

- physical, psychological or emotional abuse or neglect; or
- sexual abuse or exploitation; or
- domestic or family violence; or
- student bullying; or
- one's own actions.

Volunteers and parents/carers are referred to the schools Mandatory Reporting Guidelines; under the *Children, Young Persons & Their Families Act (1997)* the school staff and volunteers are mandated reporters of child abuse and neglect.

Volunteers and parents/carers must not cause any harm to students, must take reasonable steps to prevent harm to students and to support students who have been harmed.

## **DISCRIMINATION AND HARASSMENT**

Volunteers and parents/carers must not discriminate against, victimise or harass any staff, student, parent, or visitor nor discriminate in how services are provided to the school community. Volunteers and parents/carers of the school have the responsibility to act fairly and evenly towards staff, students and the general public in accordance with the school's policies and relevant state and federal legislation.

Discrimination, victimisation or harassment will not be tolerated and will be dealt with in accordance with school policies.

## **USE OF TOBACCO, ALCOHOL, OTHER DRUGS AND MEDICATION**

Smoking/vaping is not permitted in school facilities and grounds. Similarly, smoking/vaping is not permitted whilst volunteers and parents/carers have direct responsibility for or are in contact with students.

Volunteers and parents/carers must not consume or be affected by alcohol in any circumstances where they are responsible for students. The illicit use of drugs at any time, particularly in association with the supervision of students, is strictly prohibited.

Volunteers and parents/carers must not provide students with cigarettes, e-cigarettes, alcohol or illicit drugs and must not encourage or condone the use of cigarettes, e-cigarettes, alcohol or illicit drugs. Volunteers and parents/carers should report any student use of cigarettes, e-cigarettes, alcohol or illicit drugs to the Principal.

At the request of parents and with the agreement of the administration, office staff are authorised to administer prescribed medications in accordance with the school policies and procedures. Volunteers and parents/carers must not provide students with non-prescribed medications or over-the-counter drugs without the appropriate authorisation of school authorities.

### **CONFLICT OF INTEREST**

A conflict of interest may exist when a volunteer's private interests have the potential to interfere with the proper performance of his / her work duties. A potential or actual conflict of interest must be identified, declared and avoided or resolved in favour of the public interest and should not be undertaken without the express permission of the Principal.

It is understood that situations may occur where volunteers are working with family members or with persons with whom they develop close personal relationships. Where such relationships exist then the potential for conflict of interest should be noted.

### **PRIVACY AND CONFIDENTIALITY**

Volunteers and parents/carers may be entrusted with access to information of a sensitive nature to enable them to carry out their duties.

Volunteers and parents/carers must maintain integrity and appropriate confidentiality of all information they have access to in the school. See the school's *Privacy Policy*

### **STUDENT TRANSPORT**

Students may only travel in a volunteers and parents/carers personal vehicle after the permission of the parent/carer has been given; the Principal must also give permission; the volunteer's and parents/carers licence must be current and their vehicle appropriately safe and equipped.

### **USING SCHOOL INTERNET, INTRANET, E-MAIL, MOBILE PHONES AND OTHER MEANS OF ELECTRONIC COMMUNICATION**

Except for official purposes volunteers and parents/carers must not use school resources, including mobile phones, the internet, electronic mail systems, or other means of electronic communication for:

- accessing, storing, or transmitting words, images or other material that are illegal, sexually explicit, violent or that a reasonable person would find offensive. (This does not include material that is part of a complaint, report or notification about alleged improper conduct of a person made in accordance with an authorised procedure.)
- gambling, communications not associated with work, sending inappropriate material of any kind and what a reasonable person would see as excessive use of the internet
- unauthorised use of the school's email distribution lists

## **PROCEDURE FOR DEALING WITH ALLEGATIONS AND APPARENT BREACHES OF THE CODE OF CONDUCT**

Potential breaches of the Code of Conduct, may be addressed via the school's established Complaints Management Policy.

Volunteers and parents/carers should be aware that the school may take action if this Code of Conduct is breached. Depending on the nature of the breach, possible actions such as the following may be applied:

- appropriate warnings or counselling
- dismissal
- laying of criminal charges or civil action

## **IMPLEMENTATION**

### **Work Related Conduct**

Volunteers and parents/carers are:

- encouraged to develop an attitude of service in relation to their work. First of all, this service is to God, secondly to others with whom they work, and thirdly to the parents and children of the school.
- encouraged to pursue excellence in every endeavour, striving for excellence ought to be a feature of all we do.
- expected to practice punctuality, reliability, loyalty, honesty and diligence in all their work for the school.

### **General Conduct**

Those associated with Geneva Christian College should uphold the Matthew 18 principle, where we are commanded to approach those we have offended and to seek their forgiveness. Love must be primary. We should lovingly, gently and personally approach one another, seeking to understand before we make any accusation. Where there is genuine repentance, forgiveness ought to be accorded in the same manner.

In the case of a dispute, the parties shall confer without undue delay and in good faith at all times, with a view to resolving the matter by direct consultation and negotiation. In the event that the parties are unable to resolve a dispute, the Principal or a mutually acceptable arbitrator shall be appointed to resolve the dispute. The arbitrator shall be of high standing, with no personal interest in the matter and shall be acceptable to all parties.

Major infringements to this Code of Conduct may result in the discontinuance of the service of volunteers or refusal of access to School property or functions.

## VOLUNTEER INDUCTION

At Geneva Christian College we welcome volunteers and parents/carers into our school community. We recognise that all God's children are precious to Him and therefore we desire to create and maintain a safe, healthy environments where all people can work, learn, play and meet. Geneva Christian College is committed to maintaining a Child Safe environment and as such each employee and volunteer is required to complete training in the National Principles of Child Safe Organisations. As part of this commitment, the school aims to equip every person within our community to work proactively to ensure our environments are healthy and safe. As a volunteer within our community, you will be inducted into the following aspects of this workplace:

- an introduction to the staff member with whom you will work
- location of staff toilets and morning tea room
- access to the school's WHS Policy and Code of Conduct – Parents, Carers and Volunteers
- signing in and out procedures at the front office
- emergency procedures and information
- first Aid facilities and procedures
- other information pertinent to your duties
- complete training as requested.

### Volunteer Acknowledgement

I acknowledge that I have received an orientation for volunteers. I also confirm that I understand the information and am prepared to abide by this information.

Print Name		Signature	
Address		Town	
Phone Number		Mobile	
Workplace		Supervisor	
WVP #		Date	