



Nurture for today • Learning for tomorrow • Character for eternity

Kempsey Adventist School

Volunteer Code of Conduct

This *Code of Conduct* applies to all volunteers.

PREFACE

Code of Conduct

The aim of this *Code* is to outline the standards of behaviour expected of all volunteers at the School.

This *Code* does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your volunteer placement. 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 workplace where people are happy and proud to work.

Who has to comply with the Code of Conduct?

By accepting a volunteer placement with the School, you must be aware of and comply with this *Code*.

Therefore, you must:

- (a) conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the School;
- (b) comply with the School's policies and procedures;
- (c) act ethically and responsibly; and
- (d) be accountable for your actions and decisions.

Contractors and Volunteers

Contractors, consultants and volunteers working with 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 engagement of a contractor, consultant or volunteer being terminated. (See *the KAS Volunteer Guidelines*).

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.

1. WHAT IS EXPECTED OF YOU AS A VOLUNTEER?

As a volunteer, you should be aware of the School's policies and procedures, particularly those that apply to your volunteer placement. Many of these are available online; others may be made available to you through induction and training and development programs.

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from your Principal or Deputy Principals.

As a School volunteer, you are expected to:

- (a) perform your duties to the best of your ability and be accountable for your performance;
- (b) follow reasonable instructions given by your supervisor or their delegate;
- (c) comply with lawful directions;
- (d) carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant role development;
- (e) act honestly and in good faith in fulfilling your duties;
- (f) be courteous and responsive in dealing with staff, students, parents and members of the school community;
- (g) work collaboratively with other volunteers; and
- (h) ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the School and does not damage the reputation of the School. Personal social media postings and interaction must be conducted within the expectations per the cyber safety guidelines published at www.cybersmart.gov.au/
- (i) ensure that your dress and/or presentation complies with the School's expectations. See the applicable Deputy Principal for full details

2. 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.

- 2.1 The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.
- 2.2 Factors the School may consider when deciding what action to take may include:
 - (a) the seriousness of the breach;
 - (b) the likelihood of the breach occurring again;
 - (c) whether the volunteer has committed the breach more than once;
 - (d) the risk the breach poses to volunteers, students or any others; and
 - (e) whether the breach would be serious enough to warrant formal investigation.
- 2.3 Actions that may be taken by the School in respect of a breach of the Code include management or remedial action, training or disciplinary action ranging from a warning to termination of a volunteer placement. The school will reserve the right to determine in its entirety the response to any breach of this Code.

3. REQUIRED REPORTING

Volunteers, are required to report certain information to the School.

- 3.1 All volunteers are required to inform the Principal if they have been charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform the Principal if you become the subject of an Apprehended Violence Order.
- 3.2 If, through your volunteer placement with the School, you become aware of a serious crime committed by another person, you are required to report it to the Principal, who may be required to inform the police.
- 3.3 As a School volunteer, you must report to the Principal:
 - (a) any concerns that you may have about the safety, welfare and well being of a child or young person;
 - (b) any concerns you may have about the inappropriate actions of any other volunteer, employee, or contractor that involves children or young people;
 - (c) any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you; and
 - (d) if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'; and
 - (e) If you become the subject of allegations of 'reportable conduct' whether or not they relate to your volunteer placement in the School.

4. RESPECT FOR PEOPLE

The School expects volunteers, to treat each other with respect and courtesy. Our daily interaction with others reflects on the School's reputation. Therefore, all volunteers are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, employees and members of the community.

- 4.1 Volunteers who work with students have a special responsibility in presenting themselves as appropriate role models for those students. Modelling effective leadership and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development.
- 4.2 Similarly, it is important for you to treat your colleagues, other employees, 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 other employees, contractors, students and parents is unacceptable. You also must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.
- 4.3 You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Unlawful harassment or discrimination may constitute an offence under the *Anti-Discrimination Act 1977* or federal discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.

5. DUTY OF CARE AND WORK HEALTH AND SAFETY

As a School volunteer, you have a duty of care to students in your charge to take all reasonable steps to protect students from risks of harm that can be reasonably predicted.

The duty encompasses a wide range of matters, including (but not limited to):

- the provision of adequate supervision
- ensuring grounds, premises and equipment are safe for students' use
- implementing strategies to prevent bullying from occurring, and
- seek assistance from a medically trained person and follow teaching staff directions to aid a student who is injured or becomes sick at School

Duty of care

- 5.1 Duty of care to students applies during all activities and functions conducted or arranged by the School. The risks associated with any activity are assessed and managed before the activity is undertaken by the appropriate KAS staff.

Work health and safety

- 5.2 You also have a responsibility under work health and safety legislation to take care of your own health and safety during your volunteer placement. It is also your responsibility to ensure that your activities do not place at risk the health and safety of yourself, school employees, students or other persons that you may come into contact with at KAS.
- 5.3 Considerations of safety relate to both physical and psychological wellbeing of individuals.
- 5.4 You should ensure that you are aware of the KAS Workplace Health & Safety Guidelines.

Supervision of students

- 5.5 You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury. (Please consult a KAS staff member).
- 5.6 You should be familiar with and comply with the School's evacuation procedures.
- 5.7 You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the Principal and/or Deputy Principal.

6. PROFESSIONAL RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

As a School volunteer, you are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed. While you may not be required to work with students, it is important for you to understand and observe the School's child protection policies.

Supervision of students

- 6.1 You should avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student you should ensure that this is in an open space in view of others. Where this is not possible or practical it should be discussed with your Deputy Principal.
- 6.2 You should never drive a student in your car unless you have specific permission from your Deputy Principal and/or the Principal to do so.

Physical contact with students

- 6.3 You must not impose physical punishment on a student in the course of your volunteer placement.
- 6.4 No physical contact with a student should occur during your volunteer placement.
- 6.5 Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability, the management of toileting needs should be included in the student's individual management plan.

Relationships with students

- 6.6 You must not have a romantic and/or sexual relationship with a student. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. You are reminded of:
 - (a) the law prohibiting sexual relations with a person under the age of consent (16 years); and
 - (b) the law prohibiting sexual relations between a School Volunteer and a student under the age of 18 years.
- 6.7 You must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student. Such relationships may have a negative impact on the teaching and learning environment for other students and colleagues, and may carry a serious reputational risk for the School.
- 6.8 If you consider that a student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your supervisor and/or the Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.

- 6.9 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.

At all times students must be required to refer to volunteers by a professionally appropriate title such as, Mr, Mrs, Miss or Ms. Under no circumstances should a student call a volunteer by their first or surnames only, or abbreviations of a name other than Mr S, Mrs T etc. Likewise, there is an expectation that volunteers will address students by their first names in most circumstances. The use of names in the circumstances outlined above endeavours to support the creation of a professional learning environment which contains clear boundaries between volunteers and students.

At all times when in the presence of either students and/or school community members, teachers/staff members, and other volunteers, you are required to refer to each other by a professionally appropriate title such as, Mr, Mrs, Miss or Ms. Under no circumstances should a staff member and/or volunteer call/refer to another staff member and/or by their first or surnames only, or abbreviations of a name other than Mr S, Mrs T etc.

- 6.10 You must not:

- (a) invite students to your home;
- (b) visit students at their home; or
- (c) attend parties or socialise with students, unless you have the express permission of the Principal and their parents or care giver.

- 6.11 You must not engage in tutoring or coaching students from the School without the express permission of the Principal.

- 6.12 You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site (see Section 7 - Appropriate use of electronic communication and social networking sites).

- 6.13 You must not give gifts to students. You should also carefully consider your position before accepting any gift from a student (see Section 10 - Declaring gifts, benefits and bribes)

- 6.14 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 behaviour.

Child protection

- 6.15 As set out in **Section 3** you must report any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you to the Principal. This includes self-disclosure if the allegation involves you.

- 6.16 Broadly, 'reportable conduct' includes:

- (a) any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence); or
- (b) any assault, ill-treatment or neglect of a child; or
- (c) any behaviour that causes psychological harm to a child,

whether or not the child consents.

- 6.17 Reportable conduct does not extend to:

- (a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
- (b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures; or
- (c) conduct that is exempted from notification by a Class or Kind Agreement¹.

6.18 **The requirements outlined in Section 6 in relation to Supervision, Physical Contact and Relationships with Students sets professional boundaries in relation to your behaviour. They make clear what behaviour is unacceptable and could amount to reportable conduct.**

¹ A Class or Kind Agreement is an agreement between the Ombudsman and an agency (eg the Association of Independent Schools of NSW on behalf of its member schools) that allows for certain kinds of less serious reportable conduct to be exempted from notification to the Ombudsman but the Head of Agency must still conduct a workplace investigation.

7. APPROPRIATE USE OF ELECTRONIC COMMUNICATION AND SOCIAL NETWORKING SITES

The School provides electronic communication facilities for its students and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the School's facilities. 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.

7.1 Acceptable Use of Electronic Equipment Guidelines.

- (a) exercising good judgment when using electronic mail, following the principles of ethical behaviour. All electronic communication with students must be conducted via an official school email address unless specific permission is obtained from the Deputy Principals and/or Principal;
- (b) using appropriate and professional language in electronic mail messages;
- (c) accessing/displaying websites, music, film or any other electronic or print media content in the presence of students which would not normally be permitted within the expectations of KAS policies which govern student access to such material;
- (d) not checking and/or sending personal and/or work emails, texting and/or making/receiving personal phone calls, general internet browsing and/or accessing social media sites or other electronic media activities during contact volunteer periods.
- (e) not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
- (f) not inviting students into your personal social networking site or accept an invitation to theirs;
- (g) not using social networking sites to email or contact students and/or calling/storing student phone numbers on your personal phone, tablet or computer;
- (h) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- (i) reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.
- (j) The taking of photographs of students with private cameras, phones or other devices is not permitted. All photography involving students must be completed via an official school camera or device. Likewise, the storage of private photographs of students is not permitted. If photographs of a particular event, lesson or learning activity are required, those photos must be taken either on an official school device, with all photographs stored centrally, or alternatively the school Marketing/Events Officer and/or Yearbook Supervisor may also be booked to attend the event to obtain photographs as required.

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

- (a) sexually related or pornographic messages or material;
- (b) violent or hate-related messages or material;
- (c) racist or other offensive messages aimed at a particular group or individual;
- (d) malicious, libellous or slanderous messages or material; or
- (e) subversive **or other messages or material related to illegal activities.**

8. USE OF ALCOHOL, DRUGS AND TOBACCO

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

- 8.1 You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk you or any other person's health and safety.
- 8.2 As a School volunteer, you must:
- (a) not attend KAS under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
 - (b) not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while completing your volunteer placement;
 - (c) notify your supervisor if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
 - (d) take action to resolve any alcohol or other drug-related problems that you have; and
 - (e) consult with your supervisor or Principal if you are concerned about working with other volunteers / employees who may be affected by drugs or alcohol.

Drugs

- 8.3 As a School volunteer, you must not:
- (a) have illegal drugs in your possession during your volunteer placement. Any illegal drugs found on School property or in the possession of any person on School property may result in disciplinary action including the termination of your volunteer placement and referral to the Police;
 - (b) give students or other employees illegal drugs or restricted substances, or encourage or condone their use; and
 - (c) supply or administer prescription or non-prescription drugs to students unless authorised to do so.

Alcohol

- 8.4 You must not take alcohol to School or consume it during School hours or at any School function at any time School students are present, including those events conducted outside School premises unless expressly permitted to do so by the Principal. A School function is any occasion organised by the School and/or in the School's name, including dances, farewells, excursions, sporting fixtures and fund raising events.
- 8.5 You must not:
- (a) purchase alcohol for, or give alcohol to, any School student (or to any other person under the age of 18 years); and
 - (b) encourage or condone the use of alcohol by students of any age during educational activities.

Tobacco

- 8.6 You must not smoke or permit smoking in any School buildings, enclosed area or on School grounds. This includes all buildings, gardens, sports fields, cars and car parks.
- 8.7 You must not purchase tobacco or tobacco products for any School student, or give them tobacco or tobacco products.

9. IDENTIFYING AND MANAGING CONFLICTS OF INTEREST

Private interests can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of the School.

9.1 As a School volunteer, you must not act in conflict with the School's best interests. A conflict of interests can involve:

- (a) pecuniary interests i.e. financial gain or loss or other material benefits;
- (b) non-pecuniary interests i.e. favours, personal relationships and associations.

It may not only be about your own interests. It may include:

- (a) the interests of members of your immediate family or relatives (where these interests are known);
- (b) the interests of your own business partners or associates, or those of your workplace; or
- (c) the interests of your friends.

9.2 When faced with a situation in which conflict of interests may be present, you should report any potential or real conflict to your supervisor or the Principal.

10. DECLARING GIFTS, BENEFITS AND BRIBES

As a volunteer, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

- 10.1 If you are offered a bribe (i.e. anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal.
- 10.2 Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of the School and its staff. You must not create the impression that any person or organisation is influencing the School or the decisions or actions of any of its employees.
- 10.3 If you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal value (\$50) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the School.
- 10.4 When such a gift is accepted, you must advise your Principal. They will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.
- 10.5 Sometimes volunteers might, in the course of their volunteer placement, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of the School. If you win a prize you must advise your supervisor or the Principal who will determine how the prize should be treated and recorded.

11. COMMUNICATION AND PROTECTING CONFIDENTIAL INFORMATION

Communication

- 11.1 You should be mindful of confidentiality as it must be maintained when in discussions with parents and School Community members, both during the course of your volunteer placement and outside of these times. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.
- 11.2 You should not disclose personal information about another volunteer and/or staff member to students or parents or discuss their work performance, except if authorised by the Principal in the context of grievance resolution.
- 11.3 The media should not be given access to students or allowed entry to the School without the express permission of the Principal. You should not make any comments to the media about the School, students or parents without the express permission of the Principal.

Confidential information

- 11.4 As a School volunteer, you must only use confidential information for the school-related purpose it was intended.
- 11.5 You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

Privacy

- 11.6 Sensitive and personal information should only be provided to people, either within or outside the School, who are authorised to have access to it.
- 11.7 You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other School employees and volunteers. Normally 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.

12. RECORD KEEPING

- 12.1 You must not destroy or remove records without appropriate authority.
- 12.2 Volunteers must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published to the school community.

13. COPYRIGHT AND INTELLECTUAL PROPERTY

- 13.1 When creating material you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third party copyright/other rights included in materials.
- 13.2 Advice relating to sharing or licensing the School's intellectual property should be sought from the Principal.
- 13.3 The School cannot give away or assign its intellectual property without the approval of the Principal.
- 13.4 If you develop material that relates to your volunteer placement with the School, the copyright in that material will belong to the School. This may apply even if the material was developed in your own time or at home.
- 13.5 You should not use the School's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal.

14. ACKNOWLEDGEMENT

I _____ have read, understood and agree to comply with the terms of this Code of Conduct.

Signed

Dated