

Volunteers Code of Conduct

Covenant Christian School values the contribution of all members of the school community in volunteering their time and effort, as we work together to fulfil our vision and mission. To assist the school in providing a safe and positive educational climate, volunteers are expected to comply with school policies and procedures including the following guidelines.

A volunteer is an 'employee' within the meaning of the Children's Guardian Act 2019 (see s 16 (1) (a) (iii)).

Our volunteers are asked to sign below on an annual basis to indicate they have read and agree to abide by this code of conduct.

General

Volunteers must:

- conduct themselves in a manner consistent with our Christian school environment and in accordance with the school's Summary Statement of Belief, policies and procedures
- act in the best interests of students, and set a positive example
- respect for the authority of school staff and follow all lawful and reasonable directions
- support staff in the execution of their duties, and assist them as necessary
- read, and ensure they understand, all information and instructions, and seek advice if in doubt, and
- avoid waste or extravagance and make proper use of the resources of the school.

Safety

Volunteers must:

- work safely, and seek to protect the safety of others, including by complying with any relevant risk management plan
- only work according to their level of competency
- report any safety hazard or hazardous practice they observe, and any safety incidents, and
- assist in implementing emergency procedures if required.

Respect for Others

Volunteers must treat students, staff and other members of the school community with respect, including by

- treating everyone with courtesy, tact, consideration and humility, and being respectful of the opinions and beliefs of others
- dressing modestly and appropriately for the type of activity
- assisting in creating an environment free from fear, harassment, racism or exploitation, and
- maintaining confidentiality in respect of all information gained through participation as a volunteer

Communication

Volunteers must communicate appropriately when engaging with students, staff and other members of the school community by:

- not swearing, blaspheming or using other profanities
- using non-discriminatory, respectful and non-judgmental language
- maintaining confidentiality and privacy, including by not disclosing the personal information obtained in their role as a volunteer with the school
- respecting people's personal space and being alert to their body language and the impact of the volunteer's body language on others, and
- not arranging personal contact (including private or online communication) with students other than their own children.

Digital communications and photos:

Volunteers must:

- not allow a student to use their phone or other device
- not take any photographs of students without consent of the supervising teacher. Forward all photos to the teacher for publishing
- not post any photos, information or comments about an excursion or camp on social media, or to personal friends
- allow school staff to handle all communication to parents.

Conduct with Students

Volunteers are required to observe the following boundaries:

- ensure they are never alone with a student

- avoid physical contact except to keep a student from danger, or if instructed to give assistance by a teacher
- refer all discipline matters to the organising teacher
- not administer medication to a student (including their own child), but direct students to the organising teacher.

Prohibited conduct:

Volunteers **must not:**

- physically or sexually abuse a child or engage in sexual misconduct involving a child, or otherwise engage in reportable conduct¹;
- use their position to take advantage of any child or young person, including by engaging in unlawful conduct with a child
- harm a student in any way, including physical, sexual or emotional harm, or behave in a way which actually or apparently seeks to establish an inappropriate relationship with a student (also known as grooming)
- access, view or distribute child exploitation material;
- Smoke, or use, possess, or be under the influence of alcohol or illicit drugs; and
- Unlawfully discriminate against a child.
- engage in conduct that constitutes hate speech. For the purposes of this Code of Conduct, hate speech includes conduct that would amount to an offence under section 93ZAA of the Crimes Act 1900 (NSW), whether or not the person engaging in the conduct has been charged with or convicted of an offence. This includes any public act — including any communication to the public, conduct observable by the public, or distribution or dissemination of material to the public — that intentionally incites hatred toward a person or group of persons on the ground of race in circumstances where the act would cause a member of the target group to fear harassment, intimidation, violence, or for their safety.

Required reporting

Volunteers must comply with the school’s policies around child safety and reporting and must as soon as possible:

- report any actual or apparent breaches of law, school instructions, or this code of conduct, to the organising staff member or the principal
- disclose any allegation of inappropriate sexual conduct towards students, reportable conduct or indicators of child abuse, to the organising staff member or the principal
- notify the principal if they become the subject of an Apprehended Violence Order (AVO) or are charged with an offence relating to children.

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Breach of code of conduct

Breach of this code of conduct is a serious matter and may even carry legal recourse. Procedural fairness will be followed in any investigation of an allegation. It is an additional requirement that you comply with any investigation process.

Volunteer commitment

The school takes its obligations to protect children very seriously. Compliance with this code of conduct is a requirement for all people who attend any school activity, camp or excursion as a volunteer.

I declare that I am a fit and proper person to engage in child-related work and that I understand and agree to abide by this code of conduct.

Volunteer name: _____

Volunteer signature: _____ Date: _____

Area/s of volunteering e.g., camps, excursions, classroom, Café, canteen, sport: _____

Working with Children Check Number: WWCC _____

If you are unsure if you require a WWCC number, please refer to the WWCC Parent Information letter or www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check for further information. All volunteers are requested to provide their WWCC.

Date of birth (for WWCC verification purposes only): _____ / _____ / _____

Front Office Staff:
 WWCC: checked, verified and in Edumate: _____ Date: _____

¹ ‘Reportable conduct’ has the same meaning as in the *Children’s Guardian Act 2019 (NSW)*.