

## **PARENTS/ GUARDIANS AND VOLUNTEERS CODE OF CONDUCT**

### **AIM**

All Staff, Volunteers, contractors, and school council members at Sholem Aleichem College are expected to actively contribute to a school culture by respecting the dignity of its members. The aim of this Code of Conduct is to outline the standards of behaviour expected at the College. It does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your interactions at the College, but it sets out general expectations of the standards of behaviour required.

### **SCOPE**

This Code is intended to apply to all parents, guardians and volunteers in their attendance, work and communication with the College.

### **GENERAL**

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the College. The College reserves the right, at its sole discretion, to vary or cancel this Code at any time.

### **1. WHAT IS EXPECTED OF YOU AS A PARENT OR GUARDIAN?**

As a parent or guardian of a child at Sholem Aleichem College, you are expected to:

- a) comply with this Code of Conduct and the key policies mentioned herein. (full policies may be found on the College website).
- b) comply with the Child Safety & Protection Code of Conduct;
- c) act honestly, respectfully and in good faith when communicating with others and participating in College activities;
- d) work collaboratively with other parents or members of the community; and
- e) ensure that your conduct both within the College and outside the College (e.g. Social media communications) does not damage the reputation of the College.
- f) when communicating on the class Signal app, emails or social media, keep conversations positive and provide an opportunity to receive information quickly, efficiently and respectfully (keep communication to essential information rather than casual chatter or gossip). Criticisms or arguments will not be tolerated and the College may intervene to stop this behaviour.

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## 2. WHAT IS EXPECTED OF YOU AS A VOLUNTEER?

- a) comply with this Code of Conduct and the key policies mentioned herein. (full policies may be found on the College website).
- b) comply with the Child Safety & Protection Code of Conduct;
- c) carry out your duties in a professional, competent and conscientious manner, while working under the direction of designated staff members;
- d) All volunteers must have a valid and current Working with Children Check Card prior to commencing work at the College. Should a negative assessment notice be issued at any time, the engagement of the volunteer will be terminated.
- g) take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.
- h) be familiar with and comply with the College's Emergency Management Plan (EMP) available by contacting the Assistant Principal, Con Roubos.

## 3. WHAT HAPPENS IF THE CODE OF CONDUCT IS BREACHED?

The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach. Factors the College may consider when deciding what action to take may include:

- the seriousness of the breach;
  - the likelihood of the breach occurring again;
  - whether the parent or guardian has committed the breach more than once;
  - the risk the breach poses to employees, students or any others;
- a) Parents/Guardians: where the breach relates to your child, the first report should be made to the child's teacher. However, the Principal should be informed of all serious breaches of this Code of Conduct and where the teacher is not able to resolve the situation. (ie. On the parent Signal app).
  - b) Parents/Guardians: Actions that may be taken by the College in respect of a breach of the Code include management or remedial action, a warning or a decision not to allow the parent or guardian to continue to be present on the parent platform or work at the College if volunteering.
  - c) Volunteers: breaches of this Code may result in your engagement as a volunteer being terminated.

The College reserves the right to determine in its entirety the response to any breach of this Code.

## 4. CHILD PROTECTION

All parents/guardians, employees, volunteers, contractors, and school council members of Sholem Aleichem College are required to abide by the Child Safety & Protection Policy.

All volunteers must sign and abide by the Child Safety & Protection Policy Code of Conduct, particularly as it relates to physical contact with students and avoiding forming special relationships with students.

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As a parent/guardian or volunteer, you must report to the Principal:

- a) any concerns that you may have about the safety, welfare and wellbeing of a child;
- b) any concerns you may have about the inappropriate actions of any employee, contractor or volunteer that involves children or young people;
- c) 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'.

Reportable conduct is defined as

- a sexual offence or sexual misconduct committed against, with or in the presence of, a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded;
- physical violence committed against, with or in the presence of, a child;
- any behaviour that causes significant emotional or psychological harm to a child; or
- significant neglect of a child.

The conduct does not have to have occurred at or in the course of the employee's work at or for the College. The child does not have to be a student at the College.

## 5. RESPECT FOR PEOPLE

- d) All members of the College community are expected to treat each other with respect and courtesy when interacting with students, other parents, employees, volunteers and other members of the community.
- e) The College is committed to providing an environment that is free from all forms of discrimination and harassment and is supportive of the dignity, self-esteem and equality of every employee, parent/ guardian, student, volunteer or contractor. Any form of harassment of, or by, employees, volunteers, parents/carers, students, contractors, suppliers or other individuals associated with the College while engaged in activities pertaining to the College will not be tolerated.
- f) Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation is unacceptable. You 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.
- g) You must not discriminate against, harass, or bully for any reason any employee, contractor, student or parent. Unlawful harassment or discrimination may constitute an offence under federal or state discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.
- h) If you believe you are being unlawfully harassed, discriminated against or bullied:
  - where you feel comfortable ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome; and/or
  - raise the issue as a grievance in accordance with the College's Grievances and Complaints Policy as soon as possible after the incident has occurred.

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## 6. OCCUPATIONAL HEALTH AND SAFETY

Volunteers have a responsibility to:

- a) perform duties in a safe manner without risk to your own health and safety, or the health and safety of others including, but not limited to students, other staff, contractors, volunteers and visitors.
- b) report any hazard, incident, injury or illness as soon as practicable to the Principal
- c) comply, so far as they are reasonably able, with any reasonable procedure or instruction that is given to them by the College, and
- d) undertake relevant risk and OHS training.

### 6.1 Drugs and Alcohol

As a volunteer, you must not:

- a) not attend work in possession of, or under the influence of, alcohol, illegal drugs or non-prescribed and/or restricted substances;
- b) not consume alcohol, illegal drugs, non-prescribed and/or restricted substances while at work;
- c) notify your supervisor or Principal 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) consult with your supervisor or Principal if you are concerned about working with other employees who may be affected by drugs or alcohol.

6.2 Smoking and/or Vaping is not permitted on College grounds. This includes all buildings, gardens, sports areas, cars and car parks.

## 7. CONFIDENTIAL INFORMATION

Confidential information includes personal, medical and sensitive details and/or opinions about an individual or information from which they can be reasonably identified.

By signing this Code of Conduct, volunteers agree that all information and material which comes to their knowledge in their capacity as a volunteer with Sholem Aleichem College shall be kept confidential unless and until the College Council agree that it, or part of it, is in the public domain, whereupon, to the extent that it is public, this obligation shall cease. In any case of uncertainty the volunteer should treat information and material as confidential until clearance for disclosure is obtained from the College Council. It is understood and acknowledged that a breach of this undertaking may render a volunteer personally liable for damages.

## 8. REVIEW

This Code of Conduct will be reviewed on an annual basis.

## 9. ACKNOWLEDGEMENT

I confirm that I agree to the abide by the terms and conditions of this Code of Conduct as set out above.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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