ST RITA'S COLLEGE

Volunteer and Other Personnel Code of Conduct

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INTRODUCTION

The contribution of volunteers and other personnel is highly valued at St Rita's College. This Code of Conduct seeks to affirm the standards of behaviour that are expected of our volunteers and other personnel, in order to ensure the safety and wellbeing of all members of our College community.

St Rita's College unequivocally commits to fostering the dignity, self-esteem and integrity of every person. The provision of a safe and supportive environment is essential to ensure that all employees, volunteers, other personnel and the children and young people entrusted to our care are affirmed in their dignity and worth as a person.

SCOPE

This Code of Conduct applies to all volunteers and other personnel engaging in volunteer or other duties at St Rita's College.

MISSION AND VISION

St Rita's College follows the mission of Jesus as lived by the founder of the Presentation Sisters, Venerable Nano Nagle. Our community seeks to inspire engaging, inquisitive and passionate learning, leading to action for a just world.

As a dynamic Catholic faith community, our vision is to:

- Embody and promote leadership as service, growing from critical reflection and leading to action for justice;
- Challenge and support each member of our community in an environment of collaboration and respect;
- Nurture and educate, in partnership with families, young, articulate women of integrity who are increasingly independent, discerning, creative and resilient.

Our six pillars, which are drawn from our Presentation charism and the life of St Rita, underpin all we do: hospitality, compassion, simplicity, courage, justice, hope.

STANDARDS OF CONDUCT

St Rita's College fully endorses the view that a large part of what children and young people learn comes from their observation of others. Hence, in the crucial area of learning how to develop positive interpersonal relationships and social skills, children and young people require suitable role models.

It is expected that volunteers and other personnel abide by the following principles:

- **Child Safety**: adhere to all policies, principles and processes in relation to child safety and student protection as a fundamental responsibility and protect the safety and well-being of students at all times;
- **Behavioural Expectations**: Treat others with dignity, courtesy, and fairness, ensuring an inclusive environment free from harassment, bullying, or discrimination.
- **Safety and Duty of Care**: adhere to all work health and safety policies and act with care, compassion and diligence and carrying out all duties in a conscientious and ethical manner;
- **Commitment**: to the mission and vision of St Rita's College and engagement with students, families, staff members, volunteers and others in a respectful and supportive manner;
- **Confidentiality and Privacy**: respect the privacy and confidentiality of students, families, staff members, volunteers and other personnel at all times;
- **Conflict of Interest**: Disclose any conflicts of interest, avoid using the position for personal gain, and manage relationships appropriately;
- **Use of Resources:** Use College resources (equipment, funds) responsibly and solely for approved purposes.
- **Communication and Media**: Refer all media inquiries to authorized staff and represent the organization positively.
- **Compliance**: comply with all applicable Australian laws and internal policies.

COLLEGE EXPECTATIONS

It is expected that volunteers and other personnel will:

- hold a valid Blue Card or Exemption Card in accordance with our Working with Children Policy and Procedures
- carry out tasks in a manner consistent with College expectations, including the maintenance of a professional, cooperative and confidential working environment;
- work only within the limitations of the role and acknowledge the requirement to seek guidance from, and report all concerns to an appropriate staff member, such as the Principal or a Student Protection Contact Officer;
- participate in any volunteer induction program and training as directed by the College which will cover a number of areas, including student protection;
- take reasonable care for their own health and safety and not adversely affecting the health and safety of others;
- maintain safety standards as a priority in all activities and follow all College safety procedures;
- follow the instruction of staff members in order to ensure that correct procedures are implemented;
- avoid being alone with students, with particular acknowledgment that volunteers do not supervise students, as this is the responsibility of staff members;
- treat all students, staff, volunteers and members of the College community with dignity and respect;
- exercise due care and diligence in the performance of work at the College;
- notify the College as early as possible if they are unable to fulfil their volunteer commitment;

- report any knowledge or suspicion of harm against student to a Student Protection Officer.
- report all workplace safety incidents, injuries or hazards to the College;
- cooperate with the reasonable policies, procedures and instructions given by the College.
- declare any conflicts of interest or potential conflicts of interest to the Principal.
- follow the College's visitor procedures and sign in and out at Reception on all occasions.

Volunteers and other personnel must not engage in any form of inappropriate behaviour towards a student. Examples of inappropriate behaviour include, but are not limited to:

- display bullying or intimidating behaviours towards students;
- pushing, shoving or grabbing a student;
- using threats, intimidating or demeaning a student;
- swearing at, or in front of, students;
- encourage affection from or dependency in students (e.g. giving presents, having intimate physical contact or intimate personal contact through written or electronic means such as email, letters, telephone, text messages, social media sites or chatrooms)
- showing favouritism towards specific students;
- any and all forms of sexual behaviour, including sexual jokes or innuendo.

Volunteers and other personnel must not:

- work unsupervised with students unless they have been screened in accordance with our Working with Children Checks policy and have been authorised to do so by the College;
- smoke, vape or use tobacco products whilst working at the College or attending College functions;
- consume, or be under the influence of alcohol or illegal drugs whilst working within the College;
- supply tobacco products, alcohol or illegal drugs to students;
- engage in any behaviour that may cause harm to a student.

VOLUNTEERS AND OTHER PERSONNEL RIGHTS

Volunteers and other personnel have the right to the following when working at the College:

- a safe and healthy working environment;
- access to up to date and accurate information;
- clear instruction, both verbal and written, regarding your role;
- be supported and supervised in your role;
- know who you are accountable to;
- be made aware of the complaint procedures;
- be adequately trained to undertake roles within the College.

CHILD SAFETY

All members of our College community are required to abide by our **Child Safety Code of Conduct**. Volunteers and other personnel are also required to follow our **Child Safety Policy** and **Student Protection Processes** in relation to responding to and reporting abuse and/or harm to students, and inappropriate behaviour by staff members or volunteers towards students. These policies are published on the College website.

If a volunteer has a concern regarding a student, or the behaviour of a staff member or other volunteer, then this must be raised immediately with the Principal or College Student Protection Contacts. If in doubt, a volunteer should always report the concern.

If the Principal, the Student Protection Contact Officers or any other staff member receives information from a volunteer about abuse, harm or inappropriate behaviour to a student, that person is required to follow the appropriate student protection process to ensure the safety and well-being of the student.

COMMUNICATION

Volunteers and other personnel must use appropriate communication skills in order to maintain a safe and supportive environment. Such communication includes:

- listening to and supporting students;
- being aware of physical boundaries and personal space, including your own body language;
- being visible when interacting with students, ensuring the presence of other staff members or volunteers;
- being clear, calm and positive in verbal interactions with students and families; and
- avoiding any discriminatory, offensive or inappropriate language when interacting with students and families.

DRESS CODE

Our dress code requires neat, modest, and comfortable smart-casual clothing suitable for active interaction with students. Key requirements include enclosed shoes for safety, covering midriffs, and avoiding clothing with inappropriate logos. Mini-skirts, maxi dresses, beach dresses, spaghetti-strap dresses and transparent fabric are inappropriate attire. Volunteers and other personnel must always wear their visitor badge.

BREACHES OF THE CODE OF CONDUCT

St Rita's College is committed to the principles of fairness and natural justice. Action taken in relation to a substantial breach of this Code of Conduct is determined by an examination of all the circumstances and the nature and seriousness of the breach.

Any allegation of abuse, harm or inappropriate behaviour toward students will be dealt with according to the 'Student Protection Policy, Processes and Guidelines'. If necessary, the appropriate authorities will be notified.

MORE INFORMATION

Should volunteers or other personnel have any questions or concerns about the interpretation of this Code, they are required to e-mail the Principal at principal@stritas.qld.edu.au.

ACCOUNTABILITY

Role	Responsible for
Principal	Code of Conduct Oversight
Leadership Team	Implementation of the Code of Conduct
Risk and Compliance Officer	Processing volunteer declarations and updating Blue/Exemption card register
All staff	Supervision of all volunteers within their functional area of responsibility.
All volunteers and other personnel	Complying with this Code of Conduct and all College policies.

ASSOCIATED DOCUMENTS

Description	Document Type
Child Safety Policy	Policy
Student Protection Processes and Guidelines	Policy
Child Safety Code of Conduct	Code of Conduct
College Community Code of Conduct	Code of Conduct
Volunteer Declaration	SRC Website

GLOSSARY OF TERMS

Term	*Definition*
Other personnel	Persons engaged to undertake specific duties at the College who are not employees of the College but who are paid for the work they undertake. This may include, for example contract cleaners, garden maintenance personnel and contractors in general.
Volunteer	Persons who donate their time or efforts to the College without being paid.

REVIEW AND APPROVAL

Version	*Review*	*Author*	*Authorisation*	*Approval Date*	*Next Review*
V3.0	Updates to Child Safety and Dress Code	Head of Risk and Compliance	Director of Business and Finance	March 2026	2029
V2.0	Periodic Review.	Director of Business and Finance	CLT	January 2024	2028
V1.0		Business Manager	CLT	6 March 2019	2023