



# **Volunteer Behaviour Code of Conduct Policy**

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## 1 Purpose

Emmaus Christian College and its stakeholders understand that educating children is a process that involves a partnership between parents/guardians, the College, and the Christian Church. The College includes various stakeholders, in particular staff as well as volunteers. This partnership works to achieve God's goal of training up a child in the way they should go such that even when the child is old they will not depart from it (Proverbs 22:6).

Emmaus Christian College encourages volunteers to actively participate in the life of the College and assisting in the education of its students. It is highlighted that a volunteer does not replace paid workers nor constitute a threat to the job security of paid workers.

The purpose of this Volunteer Behaviour Code of Conduct Policy is to reiterate details about volunteer expected behaviour and conduct and for volunteers to uphold, live out, and encourage the College's values. Doing so will see the College learning community achieve its purpose and goals.

The College's Values are;

Faith – nurturing a Christ-centred faith and lifestyle;

Learning – cultivating a lifelong love of authentic learning;

Community – fostering authentic Godly relationships;

Service - encouraging acts of service at the College and in the wider community.

Emmaus Christian College is committed to ensuring a Christ-centric, Christ-honouring respectful learning environment that is welcoming, safe, and supportive of all students as well as staff and all other stakeholders of the College.

## 2 Scope of Policy

This Policy applies to all volunteers at Emmaus Christian College as specifically noted.

It encompasses behaviour and conduct whilst volunteer on College premises (and offsite) including communicating with stakeholders of the College (such as staff, students, parents/guardians, other volunteers, etc) as well when engaging in College related activities, functions, and events, or when representing the College. This includes in and out of College hours.

It is recognised that it is beyond the scope of this Behaviour and Code of Conduct Policy to cover all aspects of expectations, requirements, and legal responsibilities; however, the Policy is intended to provide clear direction for volunteers of the College (as well as staff and other stakeholders). It is essential that this Policy is to be read in conjunction with (and not in isolation of) the College's detailed Volunteer Policy & Procedures.

## 3 Policy – Volunteer Behaviour and Code of Conduct Policy

Emmaus Christian College values the contribution of all members of the College learning community, including volunteers in their time, effort and activities, as we work together to fulfil our vision and mission, which is to inspire young people by providing excellence in education within a caring Christian community. The College seeks a safe, healthy and positive Christian education in which volunteers are expected to comply with College Policies and Procedures. Significant detail of the College's expectations together with the responsibilities of the College and the volunteer are contained in the Volunteer Policy and Procedures.

A Volunteer Agreement will need to be signed prior to commencing volunteering, highlighting that volunteers have read and agree to abide by this Behaviour Code of Conduct and the Volunteer Policy & Procedures as well as strictly adhere to the College's Policies and Procedures and various guidelines and rules. It is highlighted that adherence applies whether volunteering on College premises or offsite; or when engaging in College related activities, functions, and events; or when representing the College.

### **Essential Basis**

- Volunteers are to always behave and conduct themselves consistently with Emmaus Christian College's Statement of Faith; Statement of Life and Conduct Policy; and Vision, Mission, Values, Purpose, and Philosophy. In short, volunteers are to uphold, live out, and encourage the College's core beliefs and values in all their undertakings with the College;
- Positively contribute to Christ-centred, Christ-honouring behaviour and conduct at all times;
- Respect the College and the authority of College staff obeying their directives;
- Support staff in the execution of their duties, and assist them as necessary;
- Always volunteer in the best interests of students, and set a positive example;
- Read and understand all instructions and seek advice if in any doubt;
- Use any College resources effectively and efficiently. At all times respect the College's property and that of staff, students, parents/guardians, contractors, volunteers, and other stakeholders.

### **Safety**

- Read and understand the relevant College work health and safety policies and procedures.
- Be prudent in not attending the College or off site at College related activities, functions, and events when unwell or sick in order to protect the health, safety, and welfare of all stakeholders;
- Behave respectfully and diligently and volunteer such that the health, safety, and welfare of all College stakeholders and yourself is prioritised and protected;
- Only work according to your level of competency;
- Report any observed safety hazard or hazardous practice, and any safety incidents;
- Any electrical equipment brought in by volunteers requires the specific approval of the supervising teacher and all such equipment including electronic devices are to be electrically tagged and tested in accordance with the College's Policy & Procedures.
- Follow emergency procedures as necessary;
- Not to be under the influence of illicit drugs or other substances harmful to health, or by prescription medication. Emmaus Christian College is strictly an alcohol, drug, and smoke free zone. No smoking (which includes vapours) is to occur on College premises or within the immediate environs of the College, or at College events.

### **Respect**

- Treat all staff, students, other volunteers, and all other stakeholders of the College learning community with courtesy, consideration, and humility. This is to be in both word and in action;
- Dress modestly, appropriately, and safely for the volunteering activities being undertaken;
- Participate in being part of a learning community that is free from fear, harassment bullying, racism, violence, or exploitation - in word or action, physical or digital -

always completely obeying all Anti-Bullying and Harassment Policy & Procedures of the College;

- Refrain from activities, conduct, or communication that would in any way undermine the reputation of the College including staff, students, parents/guardians, volunteers, contractors, or other stakeholders or bring the College into disrepute.

### **Communication**

- Positive, encouraging, respectful, and inclusive speech is to be used at all times. No swearing, blaspheming, or gossiping is to occur;
- Confidentiality and privacy are essential in all communications;
- No use of phone, or other devices, to photograph or record students or any other stakeholders in any way (other than when specifically directed to by the College staff member in charge), and no posting of any photos, information, or comments on social or any other forms of media;
- Only College staff are to conduct communications with parents unless specifically approved and directed to do so by a relevant staff member;
- No speaking to the Media about Emmaus Christian College including its staff, students, volunteers, contractors, and other stakeholders.
- No promotion or opposition of a political party or candidate for political office while representing the College;

### **Volunteering with students**

- Only enter a classroom, staff office, or attend a College related activity with direct permission from staff;
- Work at all times strictly in accordance with the supervising teacher's instructions, directions, and supervision thus working within the relevant teacher's duty of care and so meet the duty of care to students. It is noted there may be exceptions under the specific approval and direction of relevant staff for some volunteering activities undertaken in a low or no supervision environment (eg PE Coaches, LAP volunteers, etc.)
- Avoid physical contact – do not touch, handle, push or otherwise physically or sexually engage with any students (as well as other children, or other stakeholders);
- Refer all discipline matters to the organising staff member. Volunteers are not to approach a child or parent/guardian in order to discuss or chastise them about their behaviour;
- Not administer medication to a student;
- Comply fully with Child Protection Policy & Procedures, including mandatory reporting, of the College;
- Not use volunteering to take advantage over a child or young person, or bring harm of any student, or in a way that actually or seeks to establish an inappropriate relationship with a student.

### **Reporting**

- Report any actual or possible breaches of law, College Policies & Procedures, this Behaviour Code of Conduct, and any rules of the College to the supervising staff member, or Head of School;
- Disclose any allegation of inappropriate conduct including any possible indicators of child abuse to the organising staff member as soon as possible, or the Head of School;
- Promptly report any identified risk to their supervising staff member or Head of School;
- Notify the Head of School if the volunteer becomes the subject of any reportable child offence conviction, or a relevant Court Order or informal arrangements that are in

place regarding a student. Such Court Orders may include a Parenting Order, Family Violence Protection Orders, or a Care & Protection Order. Informal arrangements may be in place such as a Parenting Plan or a Carer. Intervention orders may include Family Violence Intervention and Personal Safety Orders, Apprehended Violence Orders (AVO).

- To obey all other directives as given by the Principal of Emmaus Christian College.

### **Volunteer Policy and Procedures**

Detailed information is contained in the Volunteer Policy & Procedures, which must be adhered to at all times. This includes appropriate sign offs as required in the Policy & Procedures.

### **Breach of Behaviour and Code of Conduct**

A potential breach of this Volunteer Behaviour and Code of Conduct will result in an investigation by the College and if a breach is found to have occurred then appropriate actions determined by the College to be undertaken by the volunteer to correct the problem/s will be detailed. Depending upon the circumstances of the breach, a volunteer may be banned from volunteering including attendance on College grounds, and/or attending College related activities, functions, and events, and/or representing the College. This is at the discretion of the Principal of Emmaus Christian College. Breach of a serious matter may even carry legal recourse. In accordance with Child Protection and other applicable legislation, the South Australian Police (SAPOL) and/or relevant Government agencies will be informed of unlawful breaches of this Volunteer Behaviour Code of Conduct.

## **4 Definitions**

Volunteer/s – is a person who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the College. Volunteering is time willingly given for the common good and without financial gain. The College and the volunteer do not intend to create and nor are they an employer/employee relationship. A volunteer is not obligated to attend or carry out duties ie the volunteer ultimately determines whether they attend on a particular day and time. A volunteer does not replace paid workers nor constitute a threat to the job security of paid workers. A volunteer must be formally accepted by the College prior to the performing of the task. In the case of volunteers who work directly with children and young people and have a low level of supervision or no supervision by the College (eg PE Coaches, LAP volunteers, etc.), and those volunteers who volunteer frequently will be required to be registered by the College prior to performance of the task/s. This will be determined by the PA to the Principal. Volunteers may contribute their time for Emmaus Christian College in a variety of ways for the welfare of the College.

## **5 Responsibility for implementation, monitoring, and continual improvement**

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

<b>Emmaus Christian College</b>
Heads of School
Human Resources Manager

Executive Principal

## 6 Related policies, procedures and support documents

This Policy is to be read in conjunction with, and is additional to, any other relevant Emmaus Christian College policy, procedure, or support document. All volunteers as defined in 4 above (together with staff and volunteers, etc) are required to comply with the provisions of any such documents. This includes (but is not limited to) Statement of Faith; Statement of Life and Conduct Policy; Vision, Mission, Values, Purpose, and Philosophy; Volunteer Policy & Procedures; ICT Policy & Procedures; Anti-Bullying & Harassment Policy & Procedures; Behaviour Management Policy & Procedures; Camping & Excursions Policy & Procedures; Child Protection Policy & Procedures; Grievance Policy & Procedures; Privacy Policy; Staff Supervision of Students; Private Use of Motor Vehicle Policy & Procedures; Work Health and Safety Policy and Procedures; Asset Management Policy; Equal Opportunity Policy.

## 7 Resources

Work Health and Safety Act and Regulations 2012

Volunteering Australia - The National Standards for Volunteer Involvement 2015

<https://www.volunteeringaustralia.org>

Volunteering SA/NT – <https://www.volunteeringsa-nt.org.au>

Children and Young People (Safety) Act, SA, 2017

## 8 Revision Record

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