



Cooloola Christian College

Volunteer Worker Code of Conduct

1. RATIONALE

Cooloola Christian College aims to develop and maintain a safe and secure learning environment for all students, volunteers and staff. The College expects all staff and volunteers to act in the best personal and educational interests of every child and to treat all students equally with appropriate courtesy, sensitivity, tact, consideration and humility. This Code of Conduct has been developed to help achieve this goal by describing the expectations for behaviour for all volunteers who assist the Cooloola Christian College community.

2. BIBLICAL PERSPECTIVE

Our children are precious gifts that God has entrusted to our care. The College attempts to model the teachings of Jesus Christ by providing a safe and nurturing environment for all members of the College Community.

3. CODE OF CONDUCT

The expectation is that all College volunteers will, no matter what the College activity they are engaged in –

In General:

1. Support, be faithful to and honour the integrity of the College and its Mission;
2. Follow College procedures to the best of their ability;
3. Seek to ensure the safety and privacy of students, staff and other visitors at all times;
4. Maintain the highest standards of confidentiality, especially regarding any knowledge they may gain about children's behaviour or educational progress;
5. Be approved by the Head of Primary or Head of Secondary before undertaking voluntary duties within the College;
6. Work together towards the common goal of the all-round education of the students of Cooloola Christian College.
7. Recognise our limitations and those of others;
8. Recognise and acknowledge the skills and abilities of students, staff and other visitors;
9. Help build and maintain an environment that is supportive and encouraging to all students, staff and other visitors;
10. Acknowledge that our combined efforts exceed the sum of our individual efforts;
11. Promote the participation and co-operation of students, staff and other visitors;
12. Take care of, respect and support each other;
13. Avoid counselling students on personal issues;
14. Encourage and provide support to all students equally.

In the area of Safety:

1. Put the safety of students, staff and other visitors first in all activities;
2. Act in a responsible manner at all times, observing an appropriate duty of care;
3. Promote safe and healthy work practices;
4. Seek advice from the staff member responsible for any activity;
5. Refer all matters of concern to the appropriate staff member, acting especially to discourage bullying, victimisation or demeaning humour by reporting these matters;
6. Report all injuries, illnesses, accidents and near misses immediately to the appropriate staff member;
7. Recognise that in the use of specialised equipment, appropriate training is fundamental to its safe operation;
8. Avoid posing any health risk to others;
9. Not bring onto College grounds tobacco, alcohol, illegal drugs, weapons and inappropriate videos, reading material or other objects that are not permitted on the College grounds;

In the area of Communication:

1. Participate in effective two way communication and give clear instructions wherever appropriate;
2. Give honest, constructive feedback to, and value the input of, students, staff and other visitors;
3. Endeavour to learn the first names of students with whom they work, and will normally expect students to call them by their formal title (eg Mr or Mrs Smith etc);
4. Practise effective listening and respect constructive feedback;

In the area of General Courtesy:

1. Treat all students, staff and visitors as unique individuals and respond to their beliefs, opinions, knowledge and experiences with appropriate courtesy, sensitivity, tact, consideration and humility;
2. Recognise and congratulate achievement;
3. Put pagers and mobile phones into 'silent/vibrate' mode so as not to disrupt activities, especially during Chapel or Assemblies;
4. Use appropriate language that will not offend students, staff or other visitors;
5. Avoid the use of profanity or vulgar humour;

In the Classroom:

1. Share their time equitably with all students according to their needs and in a way that reflects the teacher's preferred organisation of the class;
2. Use positive reinforcement rather than criticism, competition when working with students;

In the area of Dress:

1. Wear presentable clothes suitable for the activity and in line with expectations of staff;

In the area of Transportation:

1. Follow correct College procedure if planning to use their personal vehicle as transport for any student other than their own children;
2. Provide transport, in the case of off-site activities, for students only as organised by the staff member responsible for the activity and in accordance with College policy;
3. If providing transport for students, arrange for a least two students to accompany them for the entire journey, or preferably, an adult in addition to the student(s). If this is not possible, ask the staff member in charge of the activity to contact the student's parents to make alternative transport arrangements.
4. Seek permission from Head of Primary, Head of Secondary or the Principal if using private vehicle as transport for students other than own children by completing a Driver's Application Form;
 - a. Provide details of license, vehicle registration and comprehensive insurance.

In the area of Child Protection:

1. Hold a current Children's Commission blue card; Parents of enrolled students do not need a blue card (**For exemption, refer to the Principal**).
2. Sign in at the College Office upon arrival and sign out on departure;
3. Wear the appropriate identification badge as issued through the College Office;
4. Always provide a safe environment where all participants can be sure that boundaries will not be violated;
5. Make appropriate use of positive affirmation in public view – handshakes, pats on the back and positive behaviour in coaching sessions especially in body contact sports is **not** banned. Neither is the ability to assist an injured child or to separate dangerously behaving students. Incident reports must be filled out as appropriate;
6. Use only staff bathroom facilities;
7. Share concerns about student welfare or safety directly and **only** with the Head of Primary or Secondary, or the Principal;
8. Report cases of suspected child abuse directly to the Principal. The law requires all cases of suspected child abuse to be reported.

Practical tips relating to Child Protection:

1. Avoid being alone with individual students in any circumstance. At least two adults should be present when there is only one minor, and at least two minors should be present when there is only one adult.
2. Ensure any one-on-one work with a student is conducted in a public area or in a visible area such as in an office with an interior window or an open door so that another adult or youth can be present outside the room as a witness.
3. Maintain suitable sight lines, leaving doors and blinds open if working in a withdrawal room or other confined space.
4. Do not accept expensive gifts from a student or give expensive gifts to a student.
5. Avoid, during excursions or sports activities, being the only adult in a bathroom, shower room, locker room or other dressing areas whenever students are using such facilities. If volunteers need to monitor the area or deal with discipline they must take care to leave the door ajar or to call for another teacher or volunteer to assist.
6. Avoid comments of a sexual nature and refer any questions of this type from a student to the teacher in charge.
7. Avoid contacting students outside of school hours by telephone, email or any other means.
8. Do not seek the telephone numbers, home addresses, e-mail addresses, personal webpage or any other contact information of students for any purpose unless required as part of your role as a volunteer, and then only with direct approval from the School and the appropriate parent(s).
9. Should a child with whom you are working disclose any information that may indicate a case of child abuse, refrain from asking leading questions. Do not attempt to investigate. Report the matter directly and immediately to the Head of Primary or Secondary, or the Principal.
10. Do not use or distribute in print or electronic form any student photographs or personal information about students.
11. Co-operate fully with all appropriate authorities in any investigation of abuse of any student.