



# *Atlantis Beach Baptist College*

## **VOLUNTEER POLICY**

<b>Adopted by:</b> Principal		<b>Review date:</b> 04/10/2023
<b>Scheduled review date:</b> 04/10/2024		
<b>To whom issued:</b> College staff and community		

## **POLICY CONTROL HISTORY**

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<b>DATE:</b>	<b>REVIEWED BY:</b>	<b>AMENDMENTS/REVIEWS</b>
04/10/2023	Principal	

## PURPOSE

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The College recognises that in a healthy working environment, positive relationships will be formed; however, in order to protect staff, students and volunteers, the boundaries of personal and professional life must be fully recognised and respected.

This document outlines the code of conduct for all Parents, Guardians, Carers or other Parties associated within the Atlantis Beach Baptist College (hereon in referred to as 'The College') community. It is important as a College that everyone who comes onto the College site adheres to the principals of a Child Safe Organisation.

It is essential that a Volunteer Code of Conduct complies with the Registration Standards for Non-Government Schools. The Volunteer Code of Conduct also needs to be consistent with the National Principles for Child Safe Organisations. It is particularly important that all College staff, volunteers and parents understand the difference between grooming and sexual abuse and the delineation of the boundaries between appropriate and inappropriate interaction between students, and between students and adults. These are addressed in this policy.

## CHILD SAFE ORGANISATIONAL FRAMEWORK

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### **A child safe organisation consciously and systematically:**

- Creates an environment where children's safety and wellbeing is the centre of thought, values and actions.
- Places emphasis on genuine engagement with and valuing of children.
- Creates conditions that reduce the likelihood of harm to children and young people.
- Creates conditions that increase the likelihood of identifying any harm.
- Responds to any concerns, disclosures, allegations or suspicions of harm.

### **The following principles apply supporting a Child Safe Organisation:**

**Principle 1** – Leadership, Governance and culture support child safety and wellbeing

**Principle 3** – Families and communities are informed and involved in promoting child safety and wellbeing

**Principle 5** – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

**Principle 7** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

**Principle 8** – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

## SCOPE

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The Volunteers Code of Conduct outlines the expectations that Volunteers must adhere to whilst engaging with:

- Teaching Staff
- Students
- Support Staff
- Administration Staff
- Other Parents/ Guardians/ Carers

## PRINCIPLES

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Members of The College community have a responsibility to each other to ensure:

- That all members of the College community are treated with respect and courtesy
- That a safe environment is provided for the College community
- That all members of the community are free from any form of discrimination
- That members of the College community are not subjected to verbal or physical abuse, gossip or slander, or aggressive behaviour
- That members of the College community have their belongings respected and cared for
- College resources are respected and cared for
- Defects to facilities are reported to staff members promptly
- Concerns of child abuse are reported to the Principal
- That all members of the community adhere to the **Child Safe Organisation Framework**
- The College is a smoke and alcohol-free environment

## DEFINITIONS

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**Child grooming:** The use of a variety of manipulative and controlling techniques with a vulnerable subject in order to establish trust or normalize sexually harmful behaviour with the overall aim of facilitating exploitation and/or prohibiting exposure.

**Sexual abuse,** in relation to a child, includes sexual behaviour in circumstances where:

- the child is the subject of bribery, coercion, a threat, exploitation or violence;
- the child has less power than another person involved in the behaviour; or
- there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.

## APPLICATIONS

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The Code of Conduct is accepted by enrolling parties upon signing of the Enrolment Agreement. This also applies to other relatives (who are not enrolling parties) yet related to the students of the College. All parties who volunteer within The College, must adhere to this code of conduct.

## WHO MIGHT THE COLLEGE DISCLOSE PERSONAL INFORMATION TO?

The College may disclose personal information, including sensitive information, held about an individual to:

- Another school where student has transferred to provide information on meeting the educational needs of the student;
- Government departments;
- Medical practitioners;
- Consultants providing services to the College, including specialist visiting teachers and sports coaches.

### Who has to comply with the Code of Conduct?

Any person volunteering their time on the College site or at an official College Event/Function must be aware of and comply with this Code. All volunteers volunteering more than once a year are required to complete annual face to face volunteer training. Any person volunteering for an official College excursion MUST have completed the annual face to face training in that year.

HOW TO COMPLY	
1	<b>You must:</b> a) conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the College; and b) comply with the school's policies and procedures; and c) attend annual face to face volunteer training; and d) act ethically and responsibly; and e) be accountable for your actions

### Respect for people

The College expects everyone on the College site to treat each other with respect and courtesy.

HOW TO COMPLY	
1	Treat staff, other college employees, contractors, students, volunteers and parents with respect. Do not use rude or insulting behaviour, including verbal and non-verbal aggression. Abusive, threatening, intimidating or derogatory language and physical abuse or intimidation is unacceptable.
2	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.
3	You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent.

## Relationships between volunteers and students

As a College volunteer, you are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed.

HOW TO COMPLY	
SUPERVISION OF STUDENTS	
1	You should avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student you should ensure that this is in an open space in view of others.
PHYSICAL CONTACT WITH STUDENTS	
1	You must not impose physical punishment or any form of corporal punishment on a student.
2	When congratulating a student, a handshake, pat on the shoulder or a “high five” are acceptable as long as the student is comfortable with this action. Kissing of students is not acceptable.
3	Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and, if they are conscious, seek their consent.
RELATIONSHIPS WITH STUDENTS	
1	At all times when speaking with students’ care must be taken to use appropriate language. You must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
2	You may, as part of your volunteer work, engage in discussion with students. This is entirely appropriate. However, you must be cautious about making personal comments about a student or asking questions that probe your own or a student's sexuality or relationships. You must not hold conversations with a student of an intimately personal nature where you disclose information about yourself.
3	You should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.
CHILD PROTECTION	
1	You must immediately report to the Principal any disclosure a student may make to you that suggests any form of abuse. If you form a belief of abuse during your volunteer work you must share this belief with the teacher or if this is not possible or appropriate, with the Principal.

## Use of alcohol or tobacco

The College Ethos does not allow the use of alcohol or tobacco on the College site or any College functions.

HOW TO COMPLY	
ALCOHOL	
1	You must not bring alcohol onto the College site or consume alcohol on the College site.
2	You must not encourage or condone the use of alcohol by students of any age.
TOBACCO	
1	You must not smoke or vape in any College buildings, enclosed area or on College grounds. This includes all buildings, gardens, sports fields, cars and car parks.
2	You must not smoke whilst at any College function even if it is not on College campus. This includes, amongst all other activities, camps, tours and excursions.

## Communication and Protecting Sensitive Information

You should be mindful of confidentiality when volunteering at the College. In the course of your volunteer work you may become privy to sensitive information.

HOW TO COMPLY	
COMMUNICATION	
1	You should not disclose personal or sensitive information that you may become aware of to any other parent or member of the community.
2	All matters discussed in classrooms or on the College site are to be treated confidentially and not discussed with students, members of the College community, or the public.

## BREACHES OF THE VOLUNTEER CODE OF CONDUCT

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The above-mentioned Code of Conduct has a range of requirements, some of which are related to the College's unique culture and therefore matters of compliance and breaches of compliance may be addressed internally by the College Principal and Board. However, matters of 'Child Protection' in relation to grooming and sexual abuse impose legal obligations which must be observed and breaches of these must be responded to within a legal framework.

Should a volunteer breach this policy a formal letter notifying them of the breach will be issued and steps to rectify the breach will be taken.

Should another breach occur, the volunteer will be banned from taking part in any further volunteer work on the College site.

If these breaches are also a breach of the Parent/Guardian Code of Conduct, the Parent/Guardian will be banned from the school premises for the duration of enrolment of their child. Serious matters may require the student to be withdrawn from the College as a result of the breach of their parent, guardian or carer.

Where the breach of the Code of Conduct involves a violation of the Child Protection Standards and there are reasonable grounds to suspect grooming or sexual abuse the Principal is required to inform the College Board and the Principal must report to the Director General of the Department of Education as soon as practicable and in any event within 48 hours in accordance with ***Critical and Emergency Incident Policy***.

This will be done whether or not the College has sought legal and professional advice through the agency of its membership with AISWA.

The College will ensure that the relevant government authorities are consulted to determine when, what and by whom information relating to an allegation of child abuse and its investigation may be given to the person the subject of the allegation, the complainant, affected students and their parents and guardians, and the wider College community. This will be done after the College Principal has sought legal and professional advice through the agency of its membership with AISWA.

The College will act in a manner which ensures that victims of alleged abuse receive the support they need once an allegation is made.

**ACKNOWLEDGEMENT OF THE ATLANTIS BEACH BAPTIST COLLEGE VOLUNTEER CODE OF CONDUCT**

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I \_\_\_\_\_ have read, understood and agree to comply with the terms of this Code of Conduct. I understand all the guidelines on how to comply.

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Name	Signature	Date

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Principal Signature	Date