

# CAMPBELLTOWN ANGLICAN SCHOOLS

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**BROUGHTON**  
ANGLICAN COLLEGE

*Life Through Christ*



ST PETER'S  
**Heart**

*Life Through Christ*



**ST PETER'S**  
ANGLICAN GRAMMAR

*Life Through Christ*

## **Volunteer Code of Conduct**

CPo107

**Broughton Anglican College  
St Peter's Anglican Grammar  
St Peter's Heart  
Central Services**

## 1. Introduction

Campbelltown Anglican Schools' Council develops and reviews policies necessary for the proper functioning, governing and operation of Campbelltown Anglican Schools to manage risk, provide strategic guidance, monitor strategic progress and operational performance and to satisfy its legal obligations (see *section 47*, NSW Education Act and the NESA Registration & Accreditation manual).

## 2. Policy Statement

This document sets out standards of behaviour required of all voluntary helpers at The Schools to:

- provide guidance as to the limits they should apply in their relationship with children
- protect voluntary helpers from situations that may raise suspicions regarding inappropriate behaviour
- ensure voluntary helpers acting according to this code do not act in a sexually, physically or psychologically abusive or harmful manner toward students or staff.

CAS values the learning partnership between home, school and the wider community in the education of students and so encourages volunteer involvement in the day-to-day life of the learning community.

According to child protection legislation, volunteers are under the same requirements as employed staff members. The same expectations and standards for staff in relation to adult/child interactions are therefore applied to voluntary helpers.

## 3. Biblical Basis

In all dealings with students, voluntary helpers are required to support the Christian ethos of the School. Actions of volunteers should always be motivated by a desire for the welfare of the child as simply summed up in *1 Corinthians 13:7*, "*Love always protects*".

## 4. Expanded Policy

### 4.1. Volunteers

- The *volunteer* in the school context covers several contexts including:
  - Parents, guardians, grandparents or other family members who assist in a temporary capacity for specific events or classroom help. Also refer to the Parent Code of Conduct.
  - People with bespoke skills that may offer those skills, possibly on a regular or timetabled basis, though without remuneration.
- Where a voluntary helper is unsure of any issues or information regarding the Code of Conduct, or its application to a particular situation, she/he should talk to an executive member of staff or the Principal.
- Volunteers are required to complete a Working With Children Check (WWWC) before they can help in the School whether on-site or on an excursion.

- The following details are to be provided to the School/College:
  - Full name
  - Date of birth
  - Working With Children's Check number
  - Working With Children's Check expiry date
  - Other documents that may be requested from time to time.
- Volunteers are required to complete the Volunteers Code of Conduct Acknowledgement of Responsibilities form (attached).
- Volunteers must sign in and out at St Peter's School Office (St Peter's) or Student Services Centre (Broughton) when participating in school activities. A visitor's identification will be worn.
- Volunteers are required to follow the school's emergency evacuation procedures at the time of any emergency or practice drill.

#### 4.2. Discipline of students

- Teachers are responsible for all discipline matters regarding students. Where student behavior is inappropriate, the matter should be referred to the teacher in charge.
- Volunteers are expected to support the School in relation to its Student Welfare and Discipline Policy and not undermine its authority.
- Volunteers are there to support the school. Regarding disciplinary measures for students, volunteers are observers and the School is the arbiter regarding what took place and what is a fair consequence and will not engage in debate about the appropriateness of the consequence.
- The school may call on the volunteer to provide additional information if they were witnesses to a student's negative behaviour.
- Corporal punishment is not permitted at the School.

#### 4.3. Complaints and Grievance

*CPo200 Complaints and Grievance Policy* should be used by volunteers where needed. This policy is available on the school website, however, the following should be noted.

- In the first instance, concerns are directed to the teacher associated with those concerns.
- Other families should not be approached on issues prior to following the policy.
- Rude or abusive language from a volunteer will not be tolerated.
- All communications, whether verbal or in writing, will:
  - Demonstrate respect, courtesy and consideration.
  - Not contain any harassment or bullying.

- Not use intemperate or confrontational language.

#### 4.4. Communications Equipment

- Social media should not be used to criticise or denigrate others or the school.
- Communication, via email or other electronic/hardcopy means, between volunteers and students is not permitted.
- Volunteers are not to engage in communications with students through social network sites such as FaceBook.
- Volunteers use of Internet at the School is for the purpose of preparing material to support the educational and community programs of the school. Any voluntary helper who deliberately accesses pornographic or other inappropriate websites will face exclusion from the school site. The School reserves the right to monitor all email and internet usage through its computer networks.

#### 4.5. Appropriate Language and psychological harm

- Students are to be treated with respect, no matter their actions.
- Volunteers are to address students in a calm and sensitive manner.
- The language used by voluntary helpers at the School should reflect the standards expected of students.
- Whilst recognising that a firm voice is sometimes appropriate for redirecting student behaviour, communication with students must never belittle or intimidate.
- Swearing, profanity or words/phrases that could be construed as such must not be used.
- belittling a student through derogative language or actions is not allowed.

#### 4.6. Dress Code

- Volunteer helpers should maintain an appropriate and modest dress standard of dress.

#### 4.7. Medication

- Volunteer helpers will not administer medication to students, except where they are a trained health professional accompanying a school excursion/trip.
- Medication prescribed for and/or consumed by volunteers that may affect the performance of their duties should be discussed with the Principal to allow for expectations to be amended appropriately.

#### 4.8. Drugs

- Volunteers are not permitted to handle, consume or be under the influence of illicit drugs. They must not provide illegal drugs to students. This is a criminal act and would be treated as such.

- Alcohol must not be consumed or served by voluntary helpers while responsible for the care of students. Voluntary helpers must not undertake their duties whilst affected by the consumption of alcohol. Alcohol is not to be consumed at any School event when students are present, including those held outside school hours. (eg. weekends & school holidays) Voluntary helpers must not provide alcohol to any student.
- Tobacco products and vapes are not to be consumed by voluntary helpers on School grounds, or within view of it, nor at School events.

#### 4.9. Gifts

- If volunteer helpers choose to present students with occasional gifts, then no favouritism is to be shown. Voluntary helpers should seek Principal approval before the presentation of any gift.
- Occasionally students/parents may choose to present a voluntary helper with a gift of appreciation. Whilst this is viewed as acceptable, voluntary helpers are not to solicit gifts from students/parents.

#### 4.10. Suspecting Neglect

- Neglect occurs when a child is harmed by the failure of a person whose job includes care responsibilities towards a child, to provide basic physical and emotional necessities of life. Neglect is reportable to the office of the Ombudsman.
- Teachers are responsible for the care of students of the School. If a voluntary helper has concern that a child may be subject to neglect, she/he should report the concern to the teacher whom they are assisting.

#### 4.11. After hours contact

- Volunteers are not to visit students at home unless the visit is approved by the Principal.
- Students from their own children's friendship groups are excluded from this condition.

#### 4.12. Physical contact

- Physical contact must be avoided.
- Voluntary helpers will refrain from hugging or embracing students.
- Hugs that are initiated by younger students are to be handled sensitively, and not encouraged.
- Occasionally to prevent a student causing themselves or others harm it may be necessary for to use reasonable force. Restraint should only be used when there is a genuine threat to the safety of the student or others.
- Volunteers are to maintain an appropriate distance from students and are not to be alone with a student.

#### 4.13. Sexual and other personal relations with children

Appropriate professional relationships between volunteers and students are to be always maintained.

- Voluntary helpers must not court, date or develop a romantic relationship with students of the school.
- The following actions between voluntary helpers and students are prohibited, and voluntary helpers engaging in such behaviours will find themselves subject of formal investigation relating to child protection:
  - unwarranted and inappropriate touching.
  - kissing.
  - inappropriate conversations of a sexual nature.
  - suggestive remarks or actions including showing publications, electronic media, or illustrations which are sexually suggestive (other than in the context of approved educational curriculum such as PDHPE or Art).
  - jokes of a sexual nature, obscene gestures.
  - sexual exhibitionism.
  - personal correspondence with a student in respect of the staff member's feelings (including sexual feelings) for the student.
  - deliberate exposure of students to the sexual behaviour of others, other than in the case of approved teaching material.
- Volunteers must report child protection concerns or disclosures from students to the Principal.

#### 4.14. Privacy

- In the course of their duties, volunteers may encounter private information either from school records or from in-class behaviour.
- Individuals have a right to privacy, therefore, any personal information gleaned from voluntary work at school must remain confidential.
- Volunteers will neither take pictures of children nor share information or make comments about student activities on or through a social networking site.

#### 4.15. Driving

- Voluntary helpers are not to transport students in their private vehicle except with Principal approval for a specific school event.

#### 4.16. Safety

- Student accidents. First aid should be rendered by teachers and the office is to be informed.
- All accidents must have a written accident report completed. Incident Report Forms can be collected from the office.

- Accidents involving volunteers should be reported to the office for insurance purposes and ongoing care.

**5. Stakeholders**

Parents, Volunteer workers and Staff of CAS.

**6. Communication Plan and Visibility**

This policy will be provided to all Volunteer helpers as they join CAS.

It will also be available on CAS Central for staff.

**7. Ownership and approval of policy**

This policy is owned and approved by CASC.

**8. Evaluation and Review**

This policy will be reviewed biannually.

<b>Approving authority</b>	CASC
<b>Date reviewed</b>	24/03/24
<b>Version number</b>	V1.0
<b>Summary of changes</b>	N/A
<b>Next review (Date)</b>	24/03/26
<b>Document Advisor (Name and title)</b>	Peter Lee – Risk, Compliance and quality Assurance Manager A Middleton – Executive Head

**9. Definitions**

General definitions to be found in *CPo111 Definitions Policy*.

**10. Related documents**

*CPo105 Parent Code of Conduct*

**11. Appendices**

Volunteer Code of Conduct – Acknowledgement of responsibilities

# Volunteer of Code of Conduct Acknowledgement of responsibilities

**CAMPBELLTOWN**  
ANGLICAN SCHOOLS



As a volunteer of (please select one)

- Broughton Anglican College
- St Peters Anglican Grammar
- St Peter's Heart

I agree that I,

- have read and understood *CPo105 Volunteer Code of Practice*.
- have provided the school with my current Working With Children Check (WWCC).
- will respect the privacy of teachers and students and will follow correct procedures if a problem or concern arises.
- understand that volunteers must not discuss the progress, work standard or behaviour of students outside the classroom.
- will raise concerns with the classroom teacher directly and not discuss these concerns with other parents.
- in the even of a student disclosing significant information, or, if I have concerns relating to child protection, I will report them immediately to the Principal.
- understand that should I breach the privacy of students under my care, my position as a volunteer may be re-assessed.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 WWCC: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Broughton Volunteers only - Students in the Junior School related to me are:

Student Name:	Class: