

Volunteers Guidelines and Code of Conduct

Belong

Explore

Flourish

Serve

Pilgrim School

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| Policy Title | Volunteers Code of Conduct |
| Version | 1.1 |
| Current Date of Last Review | February 2023 |
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| Related Legislation and Regulatory Requirements | UN Conventions of the Rights of the Child Children and Young People (Safety) Act 2017 Child Safety (Prohibited Persons) Act 2016 Equal Opportunity Act 1984 (SA) National Framework for Creating Child Safe Environments National Quality Framework Protecting Children is Everyone's Business: National Framework for Protecting Australia's Children 2009 - 2020 |
| Cross Sector Guidelines (SA) | Work Health and Safety Act and Regulations SA 2012. Children and Young People (Safety) Act, SA, 2017 Child Safe Environments: principles of good practice Protective Practices for staff in their interactions with children and young people Protective Practices Online Training |
| Related School Policies and Procedures | <ul style="list-style-type: none"> • Child Safe Policy and Code of Conduct • Digital Technologies Statement • Anti-Bullying & Harassment Policy & Procedures • Behaviour Support Policy & Procedures • School Camps Guidelines • Grievance Policy • Privacy Policy • Work Health and Safety Policy and Procedures • Equal Opportunity Policy. |
| Responsibility | Principal and Leadership Team |
| Status | Current |
| Approved by | Pilgrim School Board |

| Date | Version | Revision Description – Prepared/ Reviewed |
|---------------|---------|---|
| October 2022 | 1.0 | Prepared by Julie Wicks |
| February 2023 | 1.1 | Revised by Julie Wicks & Andrew Edmondson |
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Volunteers Guidelines

Pilgrim School values the contribution of all members of the school community, including volunteers with their time, effort and activities, as we work together to be a caring, compassionate Christian community, where children Belong, Explore, Flourish and Serve.

These guidelines are for the health, safety, and wellbeing of all stakeholders of Pilgrim School, supporting the school's zero tolerance of child abuse, by preventing those who may pose a potential risk to the safety of children working within our community.

Volunteers are welcome at Pilgrim School and help students by contributing to education and other services in the functioning of the school. The school will allocate resources as appropriate eg time, equipment, technology, etc. to aid volunteer involvement. Staff of Pilgrim School will understand, communicate, and implement these guidelines to assist our volunteers.

Volunteers are required to complete an online Volunteer Registration and Agreement form, highlighting they have read and agreed to abide by this 'Volunteers Guidelines and Code of Conduct' as well as strictly adhering to the school's policies, procedures and guidelines. This applies when engaging in school related activities, functions, and events; or when representing the school. The school reserves the right to make changes to these policies and procedures at any time and expect adherence to those changes.

Selection and Roles of Volunteers

Volunteers will be matched with activities that are suitable to their interests, knowledge, skills or attributes, time commitments, and health status. Training and support are provided by staff to volunteers as appropriate.

These volunteers will be selected through an assessment process that may involve, but not be limited to interview and speaking with referees. Volunteers are assessed on their suitability to volunteer at the school by the Pilgrim School Leadership Team or their authorised delegate.

Volunteer roles are regularly reviewed. Volunteer roles do not replace paid workers nor constitute a threat to the job security of paid workers.

Who should complete the Volunteer Registration and Agreement?

Parents and Caregivers entering classrooms for brief periods (for example, to listen to reading and assist children with craft) are not required to complete this process if they are under the direction, supervision, and direct line of sight of Pilgrim staff. However, we would encourage everyone assisting at Pilgrim School to undertake this process to increase awareness and understanding to strengthen our child safe environment.

Any volunteers who will be conducting frequent activities or a major task, and/or who work directly with children and young people with a low level of supervision or minimal supervision by the school (eg sport coaches, LAP volunteers, etc) at the school (or in offsite school related activities, functions, events) must complete the pre-requisites for volunteering at Pilgrim School before they may commence.

Screening

Our highest priority is to create a safe and secure environment and conduct to keep all members of our school community safe, especially children. To ensure the safety, health, and wellbeing of all stakeholders at the school, all volunteers who work directly with children and have a low level of supervision, and those who volunteer frequently will be required to:

- provide a current Working with Children Check (WWCC) - Compulsory
- provide a current RRHAN-EC (Responding to Risks of Harm, Abuse and Neglect – Education and Care) Fundamentals certificate - Compulsory
- read, understand and agree to support Pilgrim School’s Volunteers Guidelines and Code of Conduct - Compulsory
- complete the Volunteer Registration and Agreement Form - Compulsory
- be familiar with the volunteer section of the Protective Practices for staff in their interactions with children and young people: Guidelines for staff working or volunteering in education and care settings - Compulsory

It is also highly recommended that volunteers complete the Protective Practices online module. This training aims to help volunteers understand their duty of care, appropriate boundaries in their role, and how to utilise protective practices to safeguard children and themselves while volunteering.

The details of these requirements and trainings can be found on the Pilgrim School website, under the page ‘Volunteering at Pilgrim School’. These requirements need to be met prior to participating in volunteering at the school. Furthermore, volunteers are to report if there is any change in their WWCC e.g. if it is not valid.

Workplace Health, Safety, and Wellbeing

We are committed to health, safety, and wellbeing at our school and all school related activities, events, functions and representations. This includes the health, safety, and wellbeing of our students, staff, volunteers, contractors, parents/caregivers, and other stakeholders.

Privacy and Confidentiality

The personal information obtained about volunteers will be collected, stored, and used in accordance with the school’s Privacy Policy. At all times, the confidentiality of all information to which volunteers are exposed is to strictly occur.

Volunteers Code of Conduct

It is expected volunteers will positively contribute to Christ-centred, Christ-honouring behaviour and conduct at all times, supporting staff in their duties and assisting them as necessary. Volunteers should act in the best interests of, and set a positive example to, students.

When volunteering, it is important to read and understand any instructions provided and seek advice if in any doubt. Please respect the school and the authority of school staff, following their directives.

Respect

Volunteers are requested to:

- behave respectfully and diligently.
- treat all stakeholders of the school learning community with courtesy, consideration, and humility.
- dress modestly, appropriately, and safely for the activities being undertaken.
- support a community that is free from fear, harassment bullying, racism, violence, or exploitation - in word or action, physical or digital - always following the 'Anti-Bullying and Harassment Policy' of the school.
- refrain from activities, conduct, or communication that would in any way undermine the reputation of the school including staff, students, parents/caregivers, volunteers, contractors, or other stakeholders or bring the school into disrepute.

Safety

All volunteers must:

- only work according to your level of competency.
- be familiar with and follow emergency procedures as necessary.
- report any First Aid matters to staff promptly.
- report any concerns about student safety or welfare to staff immediately.
- report any observed safety hazard or hazardous practice, and any safety incidents.
- be prudent in not attending the school or off site at school related activities when unwell or sick in order to protect the health, safety, and welfare of others.
- not be under the influence of alcohol, illicit drugs, or other substances. No smoking (which includes vaping) is to occur on School premises or within the immediate environs of the school, or at school events.

Please do not attend school if you have taken medications that may affect mental alertness or impair judgement.

Communication

For all volunteers...

- Positive, encouraging, respectful, and inclusive speech is to be used at all times.
- Confidentiality and privacy are essential.
- Only school 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 Pilgrim School 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 school.
- Sign in and out with staff if attending an overnight camp.

- No use of phone, or other devices, to photograph or record students or any other stakeholders in any way.

Volunteering with students

When working with students, volunteers should:

- only enter a classroom, staff office, or attend a school related activity with permission from staff.
- always work in accordance with the supervising teacher's instructions and directions, 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 minimal supervision environment (eg sport coaches, LAP volunteers, etc.)
- refer all behaviour support to the supervising staff member. Volunteers are not to approach a child or parent/caregiver to discuss their behaviour.
- not use volunteering to take advantage over a child or establish an inappropriate relationship (or any form of grooming).
- avoid physical contact – do not touch, handle, push or otherwise physically engage with any students.
- not administer medication to a student (unless specifically approved by the school).
- not show students any material on a television, phone or other electronic device (including videos, photos, etc) without first seeking the consent of teachers.
- not allow students to use your mobile phone to call parents. Any such calls will be arranged through the Pilgrim Staff.
- not be in a sleeping area/cabin or alone with students at any time, without a second adult present when on camp, wherever practicable.
- report any actual or possible breaches of law, school policies & procedures, including this Volunteers Guidelines and Code of Conduct, to the supervising staff member, Leadership Team, or Principal.
- disclose any allegation of inappropriate conduct including any possible indicators of child abuse to the organising staff member, Leadership Team, or the Principal, immediately.
- notify the Principal if you become the subject of any reportable child offence conviction, or a relevant Court Order or informal arrangement 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).

Breach of Behaviour and Code of Conduct

A potential breach of this Volunteers Code of Conduct will result in an investigation by the school. If a breach has occurred, appropriate actions determined by the school will be followed by the volunteer to address the matter/concern.

Depending on the nature of the breach, a volunteer may be banned from volunteering including attendance on school grounds, and/or attending school related activities, functions, and events, and/or representing the school. This is at the discretion of the Principal or Principal's delegate of Pilgrim School.

Breach of a serious manner may 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 any unlawful breaches of conduct.

Definitions

Volunteer – is a person who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the school. Volunteering is time willingly given for the common good. The school 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 school prior to starting. In the case of volunteers who work directly with children and young people and have a low level of supervision or minimal supervision by the school (eg sport coaches, LAP volunteers, etc.), and those volunteers who volunteer frequently will be required to complete the screening process to be accepted for volunteering by Pilgrim School prior to performance of the task/s.