



VOLUNTEER AND OTHER PERSONNEL CODE OF CONDUCT

INTRODUCTION

The contribution of volunteers and other personnel is highly valued at St Rita's College. This Code of Conduct seeks to affirm the standards of behaviour that are expected of our volunteers and other personnel, in order to ensure the safety and wellbeing of our College community.

SCOPE

This Code of Conduct applies to all volunteers and other personnel engaging in volunteer or other duties at St Rita's College.

GUIDELINES

It is expected that volunteers and other personnel abide by the following principles:

- the safety and well-being of students is met at all times;
- commitment to the mission and vision of St Rita's College engagement with students, families, staff members, volunteers and others is respectful and supportive;
- privacy and confidentiality of students, families, staff members, volunteers and other personnel is respected at all times;
- act with care, compassion and diligence and carrying out all duties in a conscientious and ethical manner;
- comply with all applicable Australian Laws.

MISSION AND VISION

St Rita's College follows the mission of Jesus as lived by the founder of the Presentation Sisters, Venerable Nano Nagle. Our community seeks to inspire engaging, inquisitive and passionate learning, leading to action for a just world.

As a dynamic Catholic faith community, our vision is to:

- Embody and promote leadership as service, growing from critical reflection and leading to action for justice;
- Challenge and support each member of our community in an environment of collaboration and respect;
- Nurture and educate, in partnership with families, young, articulate women of integrity who are increasingly independent, discerning, creative and resilient.

Our six pillars, which are drawn from our Presentation charism and the life of St Rita, underpin all we do: hospitality, compassion, simplicity, courage, justice, hope.



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St Rita's College unequivocally commits to fostering the dignity, self-esteem and integrity of every person. The provision of a safe and supportive environment is essential to ensure that all employees, volunteers, other personnel and the children and young people entrusted to our care are affirmed in their dignity and worth as a person.

St Rita's College believes that children and young people should develop skills in building positive relationships based on those modelled by our employees.

St Rita's College fully endorses the view that a large part of what children and young people learn comes from their observation of others. Hence, in the crucial area of learning how to develop positive interpersonal relationships and social skills, children and young people require suitable role models.

Also it is expected that all St Rita's College volunteers and other personnel adhere to principles and practices of student protection as a fundamental responsibility.

STANDARDS OF BEHAVIOUR

It is expected that volunteers and other personnel will behave in a manner that is consistent with the principles outlined in this Code of Conduct. This includes:

- participating in any volunteers induction program as directed by the College which will cover a number of areas, including student protection;
- maintaining safety standards as a priority in all activities and following all College safety procedures;
- following the instruction of staff members in order to ensure that correct procedures are implemented;
- avoiding being alone with students, with particular acknowledgment that volunteers do not supervise students, as this is the responsibility of staff members;
- treating all students, staff, volunteers and members of the College community with dignity and respect;
- exercising due care and diligence in the performance of work at the College;
- working only within the limitations of the role and acknowledging the requirement to seek guidance from, and reporting all concerns to an appropriate staff member, such as the Principal or a Student Protection Contact Officer;
- declaring any conflicts of interest or potential conflicts of interest to the Principal.

Volunteers and other personnel must not engage in any form of inappropriate behaviour towards a student. Examples of inappropriate behaviour include, but are not limited to:

- pushing, shoving or grabbing a student;
- using threats, intimidating or demeaning a student;
- swearing at, or in front of, students;
- showing favouritism towards specific students, including giving gifts or showing special favours;
- any and all forms of sexual behaviour, including sexual jokes or innuendo.



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The following activities are prohibited:

- smoking or using tobacco products whilst working at the College or attending College functions;
- consuming, or be under the influence of alcohol or illegal drugs whilst working within the College;
- supplying tobacco products, alcohol or illegal drugs to students;
- engaging in any behaviour that may cause harm to a student.

COMMUNICATION

Volunteers and other personnel must use appropriate communication skills in order to maintain a safe and supportive environment. Such communication includes:

- listening to and supporting students;
- being aware of physical boundaries and personal space, including your own body language;
- being visible when interacting with students, ensuring the presence of other staff members or volunteers;
- being clear, calm and positive in verbal interactions with students and families; and
- avoiding any discriminatory, offensive or inappropriate language when interacting with students and families.

CHILD PROTECTION

Volunteers and other personnel are required to follow our 'Student Protection Policy, Processes and Guidelines' in relation to the reporting of abuse and harm to students, and inappropriate behaviour by staff members or volunteers towards students. A copy of this document is available on the College website.

If a volunteer has a concern regarding a student, or the behaviour of a staff member or other volunteer, then this must be raised immediately with the Principal or College Student Protection Contacts. If in doubt, a volunteer should always report the concern.

If the Principal, the Student Protection Contact Officers or any other staff member receives information from a volunteer about abuse, harm or inappropriate behaviour to a student, that person is required to follow the appropriate student protection process to ensure the safety and well-being of the student.

BREACHES OF THE CODE OF CONDUCT

St Rita's College is committed to the principles of fairness and natural justice. Action taken in relation to a substantial breach of this Code of Conduct is determined by an examination of all the circumstances and the nature and seriousness of the breach. Any allegation of abuse, harm or inappropriate behaviour toward students will be dealt with according to the 'Student Protection Policy, Processes and Guidelines'. If necessary, the appropriate authorities will be notified.



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MORE INFORMATION

Should volunteers or other personnel have any questions or concerns about the interpretation of this Code, they are required to e-mail the Principal at principal@stritas.qld.edu.au.

ACCOUNTABILITY

Role	Responsible for
Principal	Code of Conduct Oversight
Leadership Team	Implementation of the Code of Conduct
Manager, Community Development	Review of Code of Conduct

ASSOCIATED DOCUMENTS

Description	Document Type
Student Protection Policy, Processes and Guidelines	Policy

GLOSSARY OF TERMS

Term (Listed Alphabetically)	Definition
Other personnel	Persons engaged to undertake specific duties at the College who are not employees of the College but who are paid for the work they undertake. This may include, for example contract cleaners, garden maintenance personnel and contractors in general.
Volunteer	Persons who donate their time or efforts to the College without being paid.

REVIEW AND APPROVAL

Version	Author	Authorisation	Approval Date	Next Review
V1.0	Business Manager	CLT	6 March 2019	2021