

# School Community (Volunteer) Child Safe Code of Conduct

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## Introduction

The Code of Conduct has a specific focus on safeguarding our students and young people at St Peter Apostle Primary School against sexual, physical, psychological and emotional abuse or neglect. It has been developed in accordance with the Victorian Government's Ministerial Order No 870 to support the school's 'Professional Child Safety Code of Conduct' and defines expectations of parents and those members of the school community who may, at times, act as volunteers.

## Purpose

The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards students and young people. It aims to protect children and reduce any opportunities of abuse or harm to children. This Code of Conduct also provides members of the broader school community with guidance of how best to support students or young people, and how to avoid or better manage difficult situations.

## Scope

This Code of Conduct applies to all parents, parent volunteers, members of the school board or parent's association and any other person, who volunteer their services to the school. This code applies to members of the school community who infrequently participate in 'Child Connected Works' at St Peter Apostle Primary School.

## Child Connected Work

Child Connected work is defined as: *'Work authorised by the school's Principal, members of the Leadership Team or the School Board performed by an adult in the school environment while children are present or are reasonably expected to be present'*.

For the purpose of this School Community Child Safety Code of Conduct, 'Child Connected Work' includes activities such as volunteering as a parent helper, guest speaker, members of the school board or parent's association. This also applies to members of the community who infrequently volunteer their services at school sporting events, concert rehearsals or other like activities.

## Acceptable Behaviours

All parents, parent volunteers, members of the school board or parent's association are responsible for supporting the safety of our students, young people and broader school community by complying with the following 'acceptable behaviours':

- Adhering to the 'School Community Child Safety Code of Conduct' (this Code) and associated procedures at all times.
- Taking all reasonable steps to protect students and young people from all forms of abuse.
- Respecting the privacy of all students and young people and their families.
- Ensuring at all times that those participating in 'Child connected Works' are never left alone with a student or young person. Where this is not possible, all 'Child Connected Works' must be undertaken in an open and visible environment, in close proximity to a member/s of St Peter Apostle Primary School staff.

- Treating everyone within the school community with respect including students, young people, staff members, other parents and service providers. This includes listening to and valuing their ideas and opinions.
- Listening and responding to the views and concerns of students, particularly if they are telling you that they or another student has been abused and/or are worried about their safety or the safety of another child. These disclosures must be reported to the supervising teacher in the first instance or the Principal or Child Safety Officer immediately.
- Taking account of the diversity of all students, including (but not limited to) gender, the needs of Aboriginal students, students from culturally and/or linguistically diverse backgrounds, students with disabilities and students and young people who are vulnerable.
- Promoting the cultural safety, participation and empowerment of all students and young people in all activities, including those from diverse backgrounds.
- Maintaining relationships with other school community members and their children that are supportive and respectful.
- Reporting all child safety complaints, suspected abuse, disclosures or breaches of the School Community Child Safety Code of Conduct to the supervising teacher, in the first instance, or a member of the school's Leadership Team or Child Safety Officer immediately.
- If an allegation of child abuse is made, ensuring the safety of the student/s or young person/s as soon as possible and then reporting this to the Principal, a member of the school's Leadership Team or Child Safety Officer as soon as possible.

### **Unacceptable Behaviours**

All parents, parent volunteers, members of the school board or parent's association must not:

- Ignore or disregard any child safety complaints, suspected abuse, disclosures or breaches of the 'School Community Child Safety Code of Conduct'.
- Maintain relationships with other members of the school community that exposes, or has the potential to expose, any student or young person to intimidation, ridicule, abuse, violence, bullying or neglect.
- Disclose with any member of the school community, including their own children, confidential information obtained as a result of participating in 'Child Connected Works'. (ie... discussing with any person a student's or young person's academic strengths or weaknesses)
- Develop any 'special' relationships with students or young people that could be seen as favouritism (such as the offering of special gifts or special treatment for specific students).
- Exhibit behaviours with students or young people, which may be construed as unnecessarily physical (such as inappropriate sitting on laps)
- Do things of a personal nature that a student or young person can do for themselves (such as toileting or changing clothes)
- Engage in open discussions of a mature or adult nature in the presence of students or young people.
- Speak aggressively to, or discipline a student or young person whilst participating in 'Child Connected Works'.
- Exchange personal contact details such as phone numbers, social networking sites or email addresses with students or young people.
- Have unauthorised contact with students or young people 'on line' via email, social media networking sites, by text message or other means. School Community - Volunteer - Child Safety Code of Conduct 2017.doc
- Display any behaviours or participate in conversations, in person or 'on line', which could be construed as inappropriate or disrespectful to those who may overhear or view it. In particular students, young people and those from Aboriginal and diverse cultural backgrounds. This includes displaying opinions or making comments that may degrade, ridicule, intimidate or bully a student, young person or any other member of the school community.
- Use inappropriate language in the presence of students, young people and other members of the school community.

- Use prejudice, oppressive behaviour or language in the presence of, or with students, young people and other members of the school community.
- Express personal views on cultures, race, ethnicity, sexuality or disabilities in the presence of students, young people and other members of the school community.
- Discriminate against any student, young person or member of the school community because of culture, race, ethnicity or disability.
- Attend the school site under the influence of illegal drugs or alcohol.
- Consume alcohol without the prior knowledge and consent of the Principal or a member of the Leadership Team on the school premises, at a school event or in the presence of students or young people.
- Photograph or video a student or young person without the consent of the Principal or a member of the Leadership Team.

### **Failure to Comply with this Code of Conduct**

Where parents, parent volunteers, members of the school board or parent's association are suspected of breaching any obligations, duty or responsibility within this Code of Conduct, St Peter Apostle Primary School will take immediate action to address the concern. Where deemed appropriate, a breach of the Code of Conduct may be referred to Victorian Police.

### **Acknowledgement**

I have read and understood this Code of Conduct and agree to display behaviours that safeguard students, young people and other members of the school community at St Peter Apostle Primary School against sexual, physical, psychological and emotional abuse or neglect.

Name:
Signature:
Date:

Principal:
Signature:
Date:

# Volunteer Application Form

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## Volunteer Application Form

Thank you for your interest in becoming a volunteer at St Peter Apostle Primary School. Our volunteers are integral to the St Peter Apostle Primary School experience for our students and they provide an important link to the community. We welcome your inquiry about volunteering and hope you will find the experience rewarding.

## APPLICATION PROCESS

### 1. Application form

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. St Peter Apostle Primary School takes child safety very seriously and for this reason, potential volunteers are required to list their entire work history, including any volunteer work, involving children.

If you would like to submit your interest for a volunteer role within St Peter Apostle Primary School,, please complete the application form and return it to us.

### 2. Interview

It is St Peter Apostle Primary School practice for all potential volunteers to be interviewed prior to commencing any voluntary work. The interview is an informal discussion aimed at assessing the suitability of the person for the volunteer position, particularly child-connected work, It is also an opportunity for the potential volunteer to ask questions about the position and St Peter Apostle Primary School in general.

Potential volunteers should bring proof of personal identity to the interview.

### 3. Referee checks

St Peter Apostle Primary School takes child safety very seriously and for that reason we make it a practice to conduct referee checks for potential volunteers to assess their suitability to work with children. The referee check is a discussion between St Peter Apostle Primary School and the nominated referee for the purpose of addressing the person's suitability for volunteer work and for engaging in child-connected work.

### 4. Pre-engagement Checks

All volunteers at St Peter Apostle Primary School are required to apply for and pass a Working With Children Check (WWCC). If you do not already have a current WWCC, you will be required to obtain this prior to commencing volunteer work and present the WWCC card to St Peter Apostle Primary School Office as soon as practicable.

In some cases, St Peter Apostle Primary School may require a Police Check. This may be deemed necessary where the volunteer is responsible for large amounts of money or transporting students.

### 5. Induction

Volunteers are provided with an induction to the workplace as a supportive way of introducing them to St Peter Apostle Primary School. The induction process is an opportunity to communicate the school's ethos, policies and procedures to the new volunteer while introducing them to their role and work area.

# Volunteer Application Form

<b>PERSONAL</b>	<b>TITLE</b>	<b>FIRST NAME(S)</b>	<b>LAST NAME</b>
	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER		
	<b>ADDRESS</b>		<b>PHONE NUMBERS</b>
			Suburb/Town Home
			State Mobile
			Postcode Work

<b>VOLUNTEER ROLE</b>	<b>VOLUNTEER ROLE</b>
	<i>Please provide details of the volunteer position(s) that you are interested in.</i>

AVAILABILITY TO VOLUNTEER						
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>EDUCATION</b>	<b>TRAINING/CERTIFICATION: E.G. RELEVANT QUALIFICATIONS, FIRST AID CERTIFICATE, COMPUTER SKILLS</b>

<b>PREVIOUS CHILD-RELATED EMPLOYMENT</b>	<b>EMPLOYER'S NAME AND ADDRESS</b>	<b>POSITIONS/DUTIES</b>	<b>DATES</b>	
			<b>FROM</b>	<b>TO</b>

*(Note: You must list all previous employers. If more space is required, attach a separate sheet.)*

PREVIOUS EMPLOYMENT	ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO
<i>(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet.)</i>				

REFEREES	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

DECLARATION	
<i>Please read each statement and any accompanying information on the Volunteer Application Form. Please tick each checkbox to acknowledge your acceptance of each point (below):</i>	
I am applying for volunteer work with [insert school/college name].	<input type="checkbox"/>
I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.	<input type="checkbox"/>
I declare that the information contained in this application is true and correct.	<input type="checkbox"/>
I understand that I may be required to participate in an interview and selection process, and undertake referee and background checks.	<input type="checkbox"/>
I understand that I will be required to undertake induction and/or service/program training prior to commencing volunteer work at the school/college.	<input type="checkbox"/>
Signature:	Date:

**Privacy Statement**

The personal information you have provided will help us to assess you as a valued volunteer of our school/college and will be treated as confidential. Information provided by you in this form may be checked by the school/college with any relevant authorities, previous employers, volunteer organisations and/or referees or sources. Information provided will be treated in accordance with the *Privacy Act 1988* (Cth).

# St Peter Apostle Primary School Volunteer Duty Statement



## Purpose

St Peter Apostle Primary School acknowledge that volunteers play a vital role in supporting the school and provide a safe, open and nurturing environment for all students. This 'Duty Statement' provides all volunteers with clear expectations relating to activities that they may wish to participate in at St Peter Apostle Primary School.

Prior to being authorised to commence duties at St Peter Apostle Primary School all prospective volunteers must read and acknowledge their understanding of the agreed workplace arrangements.

## Scope

This 'Duty Statement' applies in general terms to all parents, parent volunteers, members the Education Board or Parents and Friends association, student teachers or those on experience placement and any other person, who volunteer their services to the school.

<b>Volunteer Pre-authorisation Requirements</b>	
1. Provide a copy of your Current (within 5 years of issue) Working With Children Check (WWCC) Note: <i>You are not permitted to volunteer without providing a current WWCC.</i>	
2. Read and Sign a copy of the school's Child Safety Code of Conduct	
3. Provide relevant contact information: Does the school have this on file? Mobile: _____ Email: _____	
4. Receive an outline or briefing on the location of restricted areas EG: <i>allocated toilets</i>	
5. Receive an outline or briefing into the school's Emergency Preparedness Plan	
<b>Volunteer School Attendance &amp; Participation Requirements</b>	
6. Familiarise yourself with the acceptable & unacceptable behaviours outlined in the school's Child Safety Code of Conduct. <i>This may be done via the website or upon arrival at the school.</i>	
7. Sign in and out via VPass	
8. Wear Visitor/ Volunteer badge at all times.	
9. Promptly report to the supervising Staff member. <i>DO NOT attend any other area of the school without the knowledge of the supervising staff member.</i>	
10. Follow all instructions provided by the supervising staff member	
11. Never work in isolation with a student. <i>The supervising staff member will ensure that students remain in groups or volunteer work will be undertaken in an open and visible environment in close proximity to a member of staff.</i>	
12. Treat everyone within the school community with respect including students	
13. DO NOT speak aggressively or discipline students. <i>Immediately report inappropriate behaviour or disclosures of abuse to the supervising staff member</i>	
14. Maintain confidentiality at all times. <i>DO NOT disclose any information relating to student performance, social or emotional needs obtained as a result of participating as a volunteer.</i>	
15. At NO TIME take photos or video of students or staff members while volunteering.	
16. DO NOT post any photo, comment or opinion on electronic platforms (social media, internet or email) relating to the students, staff member or activities that you have participated in as a volunteer. <i>If you have any comments or concerns please bring these to the immediate attention of the supervising staff member or alternatively a member of the Leadership Team</i>	

**Volunteer Acknowledgement:**

*I confirm that I have read and understood volunteering responsibilities at St Peter Apostle Primary School and accept that the school can cease volunteering arrangements at any time.*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_