



# Code of Conduct for Volunteers and Other Personnel

Catholic Education Archdiocese of Brisbane

MAY 2020



# Code of Conduct for Volunteers and Other Personnel

## Introduction

### 1. Statement of Commitment

Brisbane Catholic Education ("BCE") is committed to the safety and wellbeing of all students. BCE respects and values the dignity, self-esteem and integrity of every child and young person, based on our Christian belief that every person is made in the image of God and children and young people are entrusted to us by the love of God.

### 2. Purpose of the Code

Volunteers and Other Personnel make a highly valuable contribution in BCE schools. Volunteers and Other Personnel play an important role in creating a safe, supportive and positive learning environment within BCE schools.

This Code of Conduct (the "Code") sets out the responsibilities and standards of behaviour required of all Volunteers and Other Personnel working in BCE schools.

In this Code, "Volunteers" includes any person who performs work on a voluntary basis in a BCE school without a contract of employment or payment. "Other Personnel" includes people who use BCE school property and facilities to provide a service or instruction to students and are not BCE employees, for example, music instructors, allied health staff and sports coaches.

Volunteers and Other Personnel are required to comply with this Code and complete all required training in relation to this Code.

### 3. What happens if there is a breach of the Code?

Any allegations of breaches of this Code are treated seriously. The Principal may discuss any alleged breaches of the Code with the Volunteer or Other Personnel. In some instances, the Principal may determine that the services of the Volunteer or Other Personnel at the school may be discontinued. If necessary, other action may be taken, including notifying the appropriate authorities.

## Standards of Behaviour

### 4. General Expectations

While working or volunteering in BCE schools, Volunteers and Other Personnel are expected to:

- act in accordance with the Catholic ethos and the core values of the Catholic Church;
- treat students, staff and others at the school with dignity, courtesy and respect and avoid behaviour which might be offensive or obscene or which may amount to bullying, sexual harassment, discrimination or abuse;
- exercise due care and diligence in the performance of their work and act honestly and with integrity;
- treat parents/carers with consideration, respect and dignity (including respecting cultural diversity and different family structures);
- take reasonable care for the safety and welfare of students, others in the workplace and themselves and follow all school and BCE safety procedures which are required by the school (including visitor sign in and emergency evacuation or lockdown procedures);
- comply with the lawful and reasonable directions of appropriately authorised staff members;
- dress appropriately for the activities in which they are involved at the school;
- use BCE resources, intellectual property, information and equipment responsibly and with due care for their work at the school and return all property and resources to BCE when they cease work at the school;
- respect the privacy and confidentiality of others and not disclose or use the private, personal or confidential information of students, staff or parents/carers (unless required by this Code or law);
- comply with all applicable laws and notify the Principal if there is any matter relating to them that could lead to a criminal conviction;
- declare any conflicts of interest or potential conflicts of interest to the Principal (for example, benefitting the private business of the Volunteer or Other Personnel or the family and friends of the Volunteer or Other Personnel);
- never smoke at school or within a 5 metre boundary of school land;

- never use, possess or be under the influence of alcohol or illegal drugs while on school property; and
- never condone the use of, or provide smoking products, drugs or alcohol to students.

Volunteers and Other Personnel should report promptly to the school Principal any illegal activities or concerning behaviour of others, including school staff, Volunteers or Other Personnel.

Volunteers and Other Personnel should work only according to his/her level of competency. Volunteers and Other Personnel should contact the school administration (or the Principal) if they feel that they are in a situation which they cannot manage or which is beyond their role and responsibility.

## **5. Safety and wellbeing of students**

BCE is committed to the safety and wellbeing of all students and the protection of students from harm and abuse. Volunteers and Other Personnel must work collaboratively with school staff to prevent abuse and harm to students and respond appropriately to students who have been abused or harmed or who are at risk of being abused or harmed.

If Volunteers or Other Personnel become aware of, or reasonably suspect that harm to a student has occurred or is likely to occur (either at school or outside of school), this concern must be reported to the Principal or the school's other Student Protection Contact (SPC) immediately. The names of the SPCs are found on the student safety posters which are displayed at the school. If the posters cannot be located, the Volunteer or Other Personnel should seek this information from a staff member at the school.

## **6. Professional Behaviour with Students**

Volunteers and Other Personnel must maintain appropriate physical, emotional and behavioural boundaries in their interactions with students.

Volunteers and Other Personnel may make physical contact with a student only if the physical contact is appropriate and reasonable for the support, care or management of the student. For example, a music teacher or sports coach may demonstrate an action or skill to a student.

Volunteers and Other Personnel must respect and respond to the physical needs of students (e.g. allowing toileting or accommodating dietary requirements).

Emotional boundaries are in place to protect the feelings, emotional needs and wellbeing of students and determine the nature of appropriate relationships. Volunteers and Other Personnel must ensure that they respect emotional boundaries, including not using unprofessional criticism, shaming, embarrassing or humiliating students or making overly familiar or personal commentary.

Volunteers and Other Personnel must not develop a relationship with a student that is or can be seen to be overly personal. All students must be treated consistently without inappropriate familiarity or in ways that favour the student (e.g. spending 'special time' with a student, giving gifts, sharing secrets).

Volunteers and Other Personnel are required to minimise spending time alone with a student. If one on one contact is required, steps must be taken to ensure the student and the Volunteer or Other Personnel are visible to others. Volunteers and Other Personnel must never drive students or visit students at home without appropriate authority from the parents/carers and the Principal.

Any social media, email or phone communication by Volunteers and Other Personnel with students must form part of an approved school based process for communication. It should never be used for social or personal communication.

Volunteers and Other Personnel must not use their personal camera, personal mobile phone or personal video recorder to photograph or record images of students, unless they have obtained the prior approval of the parents/carers and there is a justifiable and appropriate context. Volunteers and Other Personnel must not post any photographs or video in relation to students, unless they have obtained the express permission of the Principal.

## **7. Support and Questions**

If Volunteers or Other Personnel have any questions or need to access support, they are encouraged to discuss the matter with the Principal or Brisbane Catholic Education Professional Standards and Student Protection staff on 3033 7409.



More than  
**11,500**  
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Supporting  
**144**  
Schools

Transforming  
**75,000**  
Students