



Bacchus Marsh
Grammar

School Policy

Human Resources

Volunteer Code of Conduct

Approved by the School Principal 8 March 2024





Volunteer Code of Conduct

1	Introduction	2
2	Aim	2
3	Volunteer Responsibilities	2
3.1	School policies and procedures	2
3.2	Maintaining Privacy and Confidentiality	2
3.3	Child safety and professional boundaries	2
3.4	Maintain a commitment to occupational health and safety	2
3.5	Respect yourself and others and the school environment	3
3.6	Effective communication	3
3.7	Prohibited Conduct	3
4	Expectations when Working with Children and Young People (students):	3
4.1	Supervision:	3
4.2	Positive Role Modelling:	3
4.3	Respect for Diversity and Inclusiveness:	3
4.4	Engagement and Support:	3
4.5	Adaptability:	3
5	Consequences for breach of this Code of Conduct	4
6	Authorisation	4
7	History	4



1 Introduction

Bacchus Marsh Grammar (School) values the contribution of all members of the School Community in volunteering their time and effort in supporting the growth and development of our students.

2 Aim

This Code of Conduct (Code) is in place to assist the School in providing a safe environment and a positive educational climate, and outlines standards of behaviour which are expected of all volunteers of the School.

This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of the volunteer role but sets out general expectations of volunteer behaviour. This Code places an obligation on all volunteers to take responsibility for their own conduct and uphold the school's values, at all times.

3 Volunteer Responsibilities

Volunteers are expected to comply with the following guidelines:

3.1 School policies and procedures

At all times, volunteers should:

- Act in accordance with the standards outlined in the School's policies and codes of conduct:
 - Child Safe Code of Conduct
 - Child Safe Policy
 - Occupational Health and Safety Policy
 - Privacy Policy
 - School Community Code of Conduct
 - Staff Code of Conduct

3.2 Maintaining Privacy and Confidentiality

At all times, volunteers should:

- Take all reasonable steps to keep as confidential any and all information relating to the business and or operations of BMG, including without limitation, personal and sensitive information, records, work and or results of students, staff, school community members, volunteers etc.

3.3 Child safety and professional boundaries

At all times, volunteers should:

- **Not be in the presence of any student unsupervised;**
- Not behave towards any student(s) in a manner which may be perceived as inappropriate or in breach of the School's policies and procedures including the Child Safe Code of Conduct; and
- Be vigilant for signs of abuse or neglect and report any concerns you may have to your supervisor or a School Child Safe Officer.

3.4 Maintain a commitment to occupational health and safety

At all times, volunteers should:

- Put safety first;
- Observe safe work practices which avoid unnecessary risks to themselves or others;
- Only work within the authorised scope of work and according to their level of competency;
- Follow reasonable safety instructions given by supervisors;
- Report any safety hazard or hazardous practice they observe to their supervisors;
- Request clarification or assistance as required or when unsure of the appropriate action to take; and
- Assist in implementing evacuation procedures if required.

3.5 Respect yourself and others and the school environment

Volunteers should treat students, staff, and other members of the school community with respect at all times and in particular should:

- Treat everyone with courtesy, respect and discretion;
- Dress appropriately having regard to the school environment and the nature of the volunteer activity;
- Assist in the creation of an environment free from fear, harassment, racism or exploitation;
- Respect the cultures, beliefs, opinions and decisions of others;
- Take reasonable instruction from staff and not obstruct staff in the execution of their duties;
- Respect the property of the School and or others in the School Community; and
- Make proper use of the resources of the School for example, avoid waste and unnecessary use.

3.6 Effective communication

Volunteers should use appropriate communication skills when engaging with students, staff and other members of the School Community and in particular should:

- Avoid raised voices, yelling, swearing or other use of profanities;
- Use non-discriminatory respectful and non-judgmental language;
- Maintain appropriate levels of confidentiality;
- Be aware of people's personal space;
- Be aware of their own body language;
- Avoid any non-essential or unnecessary physical contact with students and
- Seek advice where appropriate.

3.7 Prohibited Conduct

Whilst volunteering and/or on school property, **volunteers must not:**

- Smoke, vape, use e-cigarettes or other tobacco products;
- Use, possess, or be under the influence of alcohol;
- Use, possess, or be under the influence of illicit drugs;
- Take photos or videos of students or staff other than in accordance with staff instructions; or
- Utilise their position to take advantage of any young person in any manner.

4 Expectations when Working with Children and Young People (students):

4.1 Supervision:

Volunteers must work under the supervision of School staff and follow their instructions and guidelines when interacting with students.

At all times, volunteers should ensure they are not alone with a student.

4.2 Positive Role Modelling:

Volunteers should serve as positive role models for students, demonstrating School values including kindness and respect.

4.3 Respect for Diversity and Inclusiveness:

Volunteers should respect and celebrate the diversity of the student body, fostering an inclusive and welcoming environment for all.

4.4 Engagement and Support:

When volunteers are engaging with students they should behave in a positive manner, offering encouragement, assistance, and guidance as appropriate to support their learning and development.

4.5 Adaptability:

Volunteers should be flexible and adaptable when working with children, recognising, and accommodating individual differences in learning styles, abilities, and needs.
