



Bibra Lake & Parkerville Campus

CODE OF CONDUCT FOR VOLUNTEERS V2.0

Code of Conduct for Volunteers	
Date first approved:	2021
Date of effect/ approved by Council	2021, February 2022
Date last amended:	December 2021
Date of next review:	January 2023 (or sooner, if needed)
Compliance interactions: and Internal Policy	Code of Conduct for Staff, Contractors, Parents & Council Members Disability & Anti-Discrimination Policy Grievance & Concern Policy Health & Safety Policy National Child Safe Organisation Prevention of Bullying Policy Student Code of Conduct
Delegated Policy Owner (Custodian)	School Administrator
Procedures and forms:	Not applicable
Supporting documents:	Not applicable
PWS Website:	Yes
Links:	Not applicable
Legislation:	Equal Opportunity Act 1984 (WA) Occupation Safety & Health Act 1984 (WA) School Education Act 1999, Western Australia, Sections 22-28 (the Act) School Education Regulations 2000 – Part 2 The Fair Work Amendment Act, 2013 (Cth)
Circulation:	Staff newsletter, Pabulum
Feedback:	pws@pws.wa.edu.au
Review/stakeholders:	Compliance Coordinator

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“At Perth Waldorf School we are committed to promoting the safety, health and wellbeing of children and young people and expect all school staff, parents, students, volunteers and visitors to the school to share that commitment. Perth Waldorf School explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment.”

1. PURPOSE

NOTE: The use of the word “volunteers” in this document refers to all people who are volunteering at Perth Waldorf School (PWS) and not currently employed by PWS.

This *Code of Conduct* applies to all people volunteering at PWS.

- This *Code of Conduct* is made available to Volunteers at the commencement of their volunteering on site;
- This *Code* provides directions as to the standard of behaviour expected of Volunteers while on school site.

2. CODE OF CONDUCT

The aim of this *Code* is to outline the standards of behaviour expected of all Volunteers while volunteering at School.

This *Code* does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your volunteering. Instead, it sets out general expectations of the standards of behaviour required.

The *Code* places an obligation on all Volunteers to take responsibility for their own conduct and to work with others cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

You must be aware of and comply with this *Code*. Therefore, you must:

- conduct yourself, both personally and professionally, in a manner that upholds the ethos and reputation of the School;
- act ethically and responsibly; and
- be accountable for your actions and decisions.

The School reserves the right at its sole discretion to vary or cancel this *Code* at any time.

Nothing in this *Code* should be taken to limit the circumstances in respect of which the School may take disciplinary action.

3. WHAT IS EXPECTED OF YOU AS A VOLUNTEER

As a Volunteer you:

- 1) Need to sign in/out in the Visitor Register.
- 2) Follow directives of teachers, guardians or other members of staff.
- 3) Treat all PWS community members with respect.
- 4) Not engage in conversation of a personal nature with students.
- 5) Not take photos of PWS students or staff without permission from the school.
- 6) Not post any images of PWS students or staff on the internet or social media without permission from the school.
- 7) Not post any comments naming a child, staff member or the school on the internet or social media.
- 8) Have never been in breach of another organisations child/vulnerable persons protection and their Code of Conduct.
- 9) Have never had concerns raised about your behavior towards children or vulnerable persons.
- 10) Have never been subject to an investigation or convicted of a criminal offence relating to abuse of inappropriate behavior.
- 11) Understand that you are expected, while on PWS premises, to take responsibility for your own actions and not put yourself or others at risk of injury and/or illness. Any hazards, near miss, incident or injury/illness observed or sustained during any activities must be reported immediately to a staff member.
- 12) Understand that PWS has first aid supplies and first aid officers on site:
Bibra Lake Campus - (in the admin office) and a defibrillator (outside Williams hall).
Parkerville Campus - Within the classroom and a defibrillator near the Silver Tree Steiner School gate.

4. BREACHES OF THE CODE OF CONDUCT

Perth Waldorf School will not tolerate victimisation or other adverse consequences that are directed towards any person who makes such reports in good faith. It will act in the best interest of the children and actions will be promptly taken to ensure that children are safe.

The consequences of inappropriate behaviour and breaches of this *Code* will depend on the nature of the breach.

Volunteers must report possible breaches by others to a teacher, guardian or other member of staff.

Factors the School may consider when deciding what action to take may include:

- the seriousness of the breach;
- the likelihood of the breach occurring again;
- whether the Volunteer has committed the breach more than once;

- the risk the breach poses to staff members, students or any others; and
- whether the breach would be serious enough to warrant formal disciplinary action.

The school will reserve the right to determine in its entirety the response to any breach of this Code.

5. REQUIRED REPORTING

- a) All Volunteers are required to inform the teacher, guardian or other member of staff if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform the School Administrator if you become the subject of an Apprehended Violence Order;
- b) As a Volunteer, you must report to the teacher, guardian or other member of staff:
 - any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
 - any concerns you may have about any other employee, contractor or volunteer engaging in an objectively observable breach of this code of conduct or any such allegation that has been made to you; and
 - if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving a breach of this code.

5.1 CONCERNS

If, as a Volunteer, you have any concerns about the safety, welfare and well-being of a child or young person, please refer it to the teacher, guardian or other member of staff.

6. RESPECT FOR PEOPLE

The School expects Volunteers to treat each other with respect and courtesy. Our daily interaction with others reflects on the school's reputation. Therefore, all Volunteers are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other staff members and members of the community.

You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the Equal Opportunity Act 1984 (WA) and the School's Anti-Discrimination Policy. Bullying may be a breach of your obligations under The Fair Work Amendment Act, 2013 (Cth), the Occupational Safety & Health Act 1984 (WA) or your duty of care at common law.

If you believe you are being unlawfully harassed or discriminated against or bullied:

- where you feel comfortable, ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with the teacher, guardian or other member of staff in the first instance to seek guidance on how to do this; and/or
- raise the issue as a grievance in accordance to the Grievance and Concern Policy.

The School takes reports of unlawful discrimination and harassment or bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.

7. CHILD PROTECTION

- At all times you must promote the safety, health and wellbeing of children and young people;
- You should avoid situations where you are alone in an enclosed space with a student;
- You must not impose physical punishment on a student;
- Except in an emergency or injury, physical contact with students is forbidden;
- You must not have a romantic or sexual relationship with a student. It is irrelevant of the nature of the relationship, consensual or non-consensual or condoned by parents or caregivers;
- You must report any concerns you may have about any employee, contractor or volunteer engaging in child abuse. This includes self-disclosure if the allegation involves you.

8. CONFIDENTIAL INFORMATION

- As a Volunteer, you must only use confidential information for the work-related purpose it was intended;
- Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the School Administrator.

APPENDIX A: VOLUNTEER GUIDELINES

Volunteers need to:

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I will read the Code of Conduct for Volunteers which is available on the school's website.

Print Name: _____

Date: _____

Signature Name: _____