



Volunteer Code of Conduct Agreement

Recommended behaviours

All volunteers are responsible for supporting the safety of students by:

- adhering to the School's Child Protection Policy and Procedure at all times (<https://www.ybr.vic.edu.au/ourpolicies.html>)
- taking all reasonable steps to protect students from abuse
- treating everyone in the school community with respect
- listening and responding to the views and concerns of students, particularly if they concern the abuse or safety of a child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- recognising the fundamental importance of the Jewish religion and culture in the lives of our students and their families, noting that our school caters to a wide range of Jewish students from a variety of backgrounds and Jewish communities with varying levels of religious knowledge and commitment.
- promoting Jewish heritage, commitment to Jewish Law (Halacha) and the religious values (Hashkafa) of the School.
- reporting any allegations of child abuse to the school's leadership as per the School's Child Abuse Reporting Policy
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act (1958)
- If an allegation of child abuse is made, ensuring as quickly as possible that the students are safe
- Communicating with students for school approved purposes.

Unacceptable behaviours

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students)
- exchange personal contact details with students such as phone number, social networking sites or email addresses (unless prior authorisation from the Head of School or Principal has been received)
- consume alcohol or illegal drugs at school or at school events in the presence of students (except in circumstance of religious doctrine/practice and within extreme moderation, i.e. making Kiddush on a shabbaton).
- be alone with any students in an area that potentially cannot be seen or observed by other faculty members or adults (vehicles included)
- be in a locked room alone with a student
- Be in a room where doors are not equipped with windows to permit external viewing of the room which must remain unobstructed at all times, or the door must remain open
- denigrate students publicly or privately or from attempts to control or manipulate students through psychological means
- forbid students to share conversations or information with parents or School staff, nor instruct students to "keep secrets" from their parents
- express personal views on cultures, race or sexuality in the presence of students
- discriminate against any student, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability

- engage in sexual attention towards others
- display, distribute nor share any demeaning, suggestive, objectionable or pornographic material
- directly or indirectly invite to engage in inappropriate, suggestive or sexual activities which may or may not include a promise to reward for complying, or a threat of reprisal for not complying

Behavioural best practice outlined in this agreement applies whether in person, on the telephone or through any form of electronic media. Any concerns, suspicions or allegations of abuse, harassment or a violation of the behavioural standards should be promptly brought to the attention of the relevant Senior Staff Member or the School Principal.

Child protection

Regular volunteers are required to participate in mandatory Child Protection workshops and Professional Development sessions offered by the school. In addition, all volunteers are to ensure they are up to date with, and agree to abide by, all the School's Child Protection Policies. This includes understanding when to approach someone if you have a concern over a child's safety and well-being, who to approach, and your legal responsibilities as a School staff member.

The collective understanding, adherence and monitoring of behavioural standards outlined in this Code of Conduct, and all the School's Child Protection Policies, will help achieve the goal of providing a safe environment for every student enrolled in the School.

Volunteer acknowledgment:

I acknowledge I have access to the *School Staff Code of Conduct*, the *Child Protection Policy and Procedure* and the *Child Abuse Reporting Policy*. I have read them and I understand that by volunteering in the Colleges, I agree to adhere to these standards.

Volunteer Name

Volunteer Position

Volunteer Signature

Date

Cc: HR individual School staff file; Relevant School Files

<u>Status of Policy</u>	
Last Reviewed:	October 2018
Next Reviewed:	October 2019
Approved by:	YBRSL Board
Approval Date:	6 November 2018

