



St. Paul Apostle South

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Volunteer Code of Conduct – Within Learning Spaces

Introduction

St Paul Apostle South Primary School has established specific arrangement that provide guidance to volunteers who participate in the school's learning spaces. These guidelines ensure the establishment and maintenance of a safe and supportive environment for all students, staff members and volunteers attending.

Scope

The Volunteer Code of Conduct within learning spaces applies to all parents, guardians or volunteers who intend to support the learning within the school.

Definitions

Child connected work: Work authorised by the Principal, members of the Leadership Team, Classroom Teachers or School Board performed by an adult in the school environment, while children are present or are reasonably expected to be present.

Child Related Works: Work within one or more of the occupational fields defined where the contact with a child is unsupervised, direct and part of a person's duties.

Child Safety Code of Conduct: A code of conduct that establishes clear expectations for any person conducting related or child connected works. Any person wishing to work or volunteer in child related activities must acknowledge their understanding of the acceptable and unacceptable behaviours prior to being authorised to commence works.

Volunteer: Any non-paid individual who provides support in education, sporting, extra-curricular or school community activities at the school. Their assistance is provided under the direction and supervision of identified school representatives.

Volunteer Code of Conduct – Within learning spaces: A document that clearly defines expectations and responsibilities of volunteers. Volunteers must read and acknowledge their understanding of expectations via signature prior to being authorised to participate.

Working with Children's Check: Screens an applicant or cardholder's criminal record. If the Check identifies serious sexual, violent or drug offences, or adverse professional reports, the department assesses these to determine the suitability of the individual to pass the 'Check'.

Criteria for Volunteers within learning spaces

St Paul Apostle South Primary School takes all reasonable steps to identify and respond to all potential risks associated with volunteers working within learning spaces.

Prior to being authorised to participate as a volunteer within learning spaces, volunteers must:

- Maintain a current 'Working With Children Check' (within 5 years of issue)
- Have read, signed and returned to the school the Child Safety Code of Conduct
- Be provided with a copy of 'Code of Conduct – Within learning spaces'
- Complete and submit the 'Volunteer Duty Statement'

Volunteer expectations

To ensure the safety, wellbeing and success of volunteers in learning spaces, St Paul Apostle South Primary School has established the following 'Volunteer Expectations' that must be adhered to at all times:

Volunteers must:

1. Remain under the direction of attending staff members at all times
2. Not discipline or speak aggressively to any student/s (including their own child) whilst in learning spaces
3. Never be in the presence of student/s alone (other than their own child)
4. Not enter students' toilets
5. Maintain appropriate dress standards in the presence of students
6. Be alert to cues from students about how comfortable they feel in their presence and respect these signals and their need for personal space
7. DO NOT post any photo, comment or opinion on electronic platforms (social media, internet or email) relating to students, staff members or activities that you have participated in while within the learning spaces
8. Mobile phones cannot be used while attending to the needs of the children within the learning spaces
9. Confidentiality: Some student behaviour may alarm or surprise you, but please **do not** judge and please know that there will be a bigger story that you are not privy to. Please keep these behaviours to yourself and if you have concerns, please tell the teacher.

Conclusion:

St Paul Apostle South Primary School will take immediate action in the event that a Volunteer contravenes the above-mentioned expectations. The immediate action will be to ensure the safety of the student/s, followed by contact with the school principal. Where deemed necessary, Victoria Police will be notified.



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Volunteer Arrangements – Within learning spaces

St Paul Apostle South Primary School acknowledges that play a vital role in supporting the school to provide a safe and nurturing environment for all students. This 'Duty Statement' establishes clear expectations relating to volunteer participation in learning spaces that must be adhered to at all times.

Prior to being authorised to volunteer in learning spaces, all prospective volunteers must read and acknowledge their understanding of the agreed arrangements listed below.

Volunteer Pre – Authorisation Requirements

- Provide a copy of your current 'Working With Children Check' (within 5 years of issue)
- Read and sign a copy of the school's Child Safety Code of Conduct

Volunteer School Attendance and Participation Requirements

- Familiarise yourself with acceptable and unacceptable behaviours outlined in the School's
- Child Safety Code of Conduct. Behaviours are defined in the Code of Conduct and must be acknowledged and adhered to at all times.
- Treat everyone with respect
- Remain under the direction of the teacher at all times
- DO NOT speak aggressively or discipline students. Intervene if a student/s is in immediate danger or risk of harm. *Where this is not the case, bring any concerns regarding incidents, behaviours or activities to the supervising staff members.*
- Never be in the presence of a student/s alone 9other than own child
- Maintain appropriate dress standards in the presence of students
- Be alert to cues from students about how comfortable they feel in their presence and respect these signals and their need for personal space
- Never possess or expose students to pornographic material through access to phones and social media sites.
- DO NOT post any photo, comment or opinion on electronic platforms (social media, internet or email) relating to students, staff members within the learning spaces

Volunteer Acknowledgement

I confirm that I have read and understood the Volunteer Arrangements – Within Learning Spaces and acknowledge my responsibilities.

Name: _____

Date: _____

Signature: _____

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

Name: _____

Date: _____

Signature: _____

Working With Children Check sighted Principal Signature: _____