



**ST LUKE'S**  
Catholic Primary School  
Wantirna

Address - 25 Stokes Road Wantirna

# VOLUNTEER CODE OF CONDUCT

As a volunteer at St Luke's Primary School, there are certain expectations that all volunteers must adhere to. Volunteers need to:

- Uphold the School's core beliefs and values
- Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- Abide by all health and safety rules and procedures operating within the School and other locations at which they may visit whilst representing the School
- Ensure that their actions do not bring the School into disrepute
- Respect the authority of members of staff and observe School rules as required
- Strictly adhere to the School's policies and procedures as required
- Behave with courtesy and consideration for others
- Refrain from all forms of bullying and harassment
- Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the School, employees or students of the School (including activities on social media);
- Respect School property and the property of staff, contractors, volunteers and other students
- Not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health whilst visiting the School site, attending School functions or engaging in School based activities
- Treat everyone in the school community with respect
- Listen and respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- Promote the cultural safety, participation and empowerment of all children
- Understand and comply with all reporting obligations as they relate to mandatory reporting under the Crimes Act, 1958
- Report any child safety concerns directly to the school's leadership if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- Report to the Victorian Institute of Teaching any allegations or concerns about a registered teacher, charges, committals for trial or convictions in relation to a sexual offence by a registered teacher
- Report any staff/parental/child inappropriate use of Social Media to the leadership team.
- Comply with the school's child-safe policy
- Behave in an ethical manner, keeping school matters confidential, including those relating to students and staff (including other volunteers and contractors)
- Being aware of their duty of care to students

- Being aware of protocols when representing the school
- Use appropriate language whilst in contact with the students
- Maintain a Working With Children Check and provide a copy to the school.
- Agree with the terms and conditions of volunteering at St Luke's Primary School.

## Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- Touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person;
- Any form of discrimination, e.g. relating to age, gender, race, religion, culture, vulnerability, sexuality, ethnicity or disability
- Any form of expressing personal views on cultures, race or sexuality in the presence of students
- Any form of physical or verbal violence including fighting, assault or threats of violence;
- Any form of cyberbullying or cyber abuse, including posts on Social Media
- Any form of threatening language, gestures or conduct
- Language or conduct which is likely to offend, harass, bully or unfairly discriminate against any Student, employee, contractor, volunteer or other
- Theft, fraud or misuse of School resources
- The use of inappropriate or profane words or gestures and images;
- Visiting school, attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health
- Smoking on the school premises or within the immediate environment of the school

*Please sign the slip below and return to the school office.*

I, \_\_\_\_\_,

**confirm that I have been provided with a copy of the Volunteer 'Code of Conduct' and agree to the terms outlined when volunteering at St Luke's Primary School.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_