



Code of Conduct and Safety Information for Volunteers

Concordia College values the contribution of all members of the school community in volunteering their time and effort.

To assist Concordia College in providing a safe and positive educational environment, volunteers are expected to comply with the following guidelines:

Safety

Volunteers must:

- comply with sign in/out requirements when volunteering at the school;
- observe safe work practices and take care of their own health and safety and that of others affected by their activities;
- only work according to their level of competency and capacity;
- follow reasonable safety instructions given by supervisors;
- For First Aid please see appropriate staff member for assistance
- report any injury, safety hazard or hazardous practice they observe as soon as possible;
- wear personal protective equipment (PPE) when supplied;
- on hearing the emergency evacuation tone or announcement evacuate to the assembly point (oval) and report to the person wearing the pink vest;
- on hearing the lockdown tone or announcement cease work and immediately go into nearest room and follow procedures
- advise the school if they have any allergies or medical conditions that they have that the school needs to be aware of or that may impact their ability to undertake their volunteer role.

Child Protection

Volunteers must:

- comply with the school's Child Protection Program;
- report any instances of actual or suspected child abuse immediately to the Principal or delegate
- in the absence of staff where a volunteer becomes aware of an immediate threat to students they must notify Police, the Principal or delegate, and take reasonable measures to protect the student from harm.

Respect for Others

Volunteers must:

- treat students, staff and other members of the school/college community with courtesy, and consideration;
- not swear or use discriminatory, bullying or harassing language;
- dress appropriately having regard to safety, the ethos of the school, and the nature of the volunteer activity;
- assist in the creation of a safe environment free from fear, harassment, discrimination, bullying or exploitation;
- respect the cultures, beliefs, opinions and decisions of others; and
- take reasonable instruction from staff and not obstruct staff in the execution of their duties.

Confidentiality and Privacy

Volunteers must:

- maintain confidentiality in respect of all information gained through their participation in volunteering at the school. This includes information both oral, visual and written relating to the school's activities, operations, students, staff, parents/carers, and other members of the school community. Personal information relating to students, staff, parents and carers is protected by Privacy legislation;
- not discuss or pass on confidential information with other volunteers, family, friends, or others outside the school;
- not discuss confidential or personal information which has been provided on a need to know basis with anyone inside or outside the school unless authorised to do so;
- not take photos or recordings of students without the authorisation of the school;
- not use confidential information which they have gained through their participation in volunteering at the school.

Communicating with the Media

Only the Principal or delegate are authorised to communicate with the media. Volunteers must refer all requests for comment from the media to the Principal or delegate

Prohibited Conduct

While volunteering and/or on school/college property, volunteers must not:

- smoke or use tobacco products;
- use, possess, or be under the influence of alcohol; or
- use, possess, or be under the influence of illicit drugs.