



Volunteer and Contractor Code of Conduct

This Volunteer and Contractor Code of Conduct outlines expected standards of behaviour for all volunteers and contractors in the School environment towards students. The Code serves to protect students, reduce any opportunities for abuse, grooming or harm to occur, and promote child safety in the School environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

It is the School's policy that any and all objectively observable behaviours that breach the Volunteer and Contractor Code of Conduct is a child safety incident that must be reported internally.

Any breach that meets the threshold for external reporting must also be reported to the relevant external authority.

The School assures protection from victimization or other adverse consequences if reports are made in good faith.

The School reviews the Volunteer and Contractor Code of Conduct annually. St Andrew's Grammar Incorporated (SAG Inc) has endorsed this Volunteer and Contractor Code of Conduct.

Our Volunteer and Contractor Code of Conduct is published on our public website.

Scope

The Volunteer and Contractor Code of Conduct applies to:

- School Advisory Board and SAG Inc members
- all Volunteers
- all Contractors
- External Education Providers
- tertiary students on placement at the School
- visitors (including parents/carers when in a School environment or attending a School event).

This group is together referred to as “the School Community” for the purposes of this Code.

The Volunteer and Contractor Code of Conduct applies in all School environments. School environments include both physical and online environments, as well as any environment (including those outside the School’s grounds) where School-related activities are occurring.

Each member of the School Community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour:

Do:

- Comply with applicable guidelines published by the School with respect to child safety.
- Uphold and act in accordance with St. Andrew’s Grammar Statement of Commitment to Child Safety and Wellbeing at all times.
- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and child protection issues. Provide age-appropriate supervision for students.
- Treat all students with respect.
- Promote the safety, participation and empowerment of all students
- Use positive and affirming language toward students.
- Encourage students to ‘have a say’, participate and then listen to them with respect
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact and socialise.
- Where necessary, intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Ensure as far as practicable that adults are not left alone with a child.
- Report any breaches of this Volunteer and Contractor Code of Conduct
- Report concerns about child safety to a Child Safety Officer or the Principal and ensure that your legal obligations to report child abuse, grooming or other harm externally are met.

- Where an allegation of child abuse, grooming or other harm is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

Do Not:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Engage in prejudicial or oppressive behaviour or use inappropriate language with students.
- Discriminate against any student on the basis of characteristics that are protected in anti-discrimination legislation or express personal views that support or promote such discrimination.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or any form of corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special' relationships with students that could be seen as favouritism (for example offering gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student who is not your own child.
- Engage in activities with a student who is not your own child, outside of school hours and without permission from the student's parent/carer.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Post any identifying information online about a student unless it is necessary for the School's activities or you have consent from the student and/or their parent/carer. Identifying information includes things such as the student's full name, age, e-mail address, telephone number, residence, school, or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed child abuse, grooming or other harm.

A copy of the Volunteer and Contractor Code of Conduct is provided to all relevant Volunteers and relevant Contractors prior to them commencing work at the School.

The Volunteer and Contractor Code of Conduct forms part of the contract between the School and any Direct Contact and Regular Contractors. Therefore, all Direct Contact and Regular Contractors are deemed to have agreed to adhere to the Volunteer and Contractor Code of Conduct on signing the contract or on commencing work at the School.

Consequences for Breaching this Volunteer and Contractor Code of Conduct

Where any volunteer or contractor breaches any obligation, duty or responsibility within our Volunteer and Contractor Code of Conduct, St Andrew's Grammar School will take appropriate action.

Volunteers and Contractors who breach this Code of Conduct may be subject to actions that could include termination of contract or engagement.

Report Any Concerns

Whenever there are concerns that a child is in immediate danger, call the Police on 000.

Students

Students who are the victim of, or who witness or suspect a breach of the Volunteer and Contractor Code of Conduct can disclose the child safety incident or concern to any staff member, Volunteer or Contractor. This might be done:

- verbally
- in writing
- through electronic means (such as email)
- indirectly (such as in written assignments, in artworks or in any other way)

Parents/Carers, Family Members or Other Community Members

Parents/carers, family members or other community members who witness or suspect that there has been a breach of this Code of Conduct, or have concerns that a child or young person associated with the School may be subject to abuse, grooming or harm from a member of Staff, a Volunteer or a Contractor, should contact the School's Senior Child Safety Officer - Craig Monaghan - Principal, by phoning (08) 9303 3840 or emailing principal@sag.wa.edu.au, or if the concern relates to the Principal, the Chief Executive Officer of the School at ceo@hcwa.org or by phoning (08) 9303 3890. Communications will be treated confidentially on a 'need to know basis'.