



# CODE OF CONDUCT: VOLUNTEERING & PRACTICUM STUDENT

## Purpose

To ensure volunteers (including governing body members) and practicum students act in accordance with the School's values and policies and they are safe and informed in their volunteering environment.

## Policy and procedural statements

### Privacy

Maintaining the privacy of students' personal information is of critical importance to the School and is in line with our values. It is also a requirement of the [Privacy Act 1988 \(Cth\)](#).

Individuals can only volunteer at, or complete practicum with the School after the individual has:

- Read and signed the *Volunteering Contract*.
- Read the *Volunteer Guidelines* located at Reception; and
- If the individual is not a caregiver of a child enrolled at the School, provided evidence of a current Working with Children Check.

Volunteers and practicum students must sign in at Reception each time they enter the school premises. The *Visitor Guidelines* next to the sign in sheet must be read and acknowledged when signing in each time. Volunteers may become aware of students' personal information during their time with the school and will strictly adhere to the guidelines to maintain the privacy of all students' personal information. Information will not be released without the consent of the Principal. The only exception is in an emergency situation where the student's health and safety are at immediate and serious risk and in which confidential information is necessary for the student's care. In this circumstance, volunteers may share information as required and must make all efforts to inform a teacher, school office staff and/or Principal of the release of information.

The following are **not** exceptions:

- sharing or releasing personal information where the volunteers believes doing so is in the best interests of the child, including to social workers, scout leaders and medical staff (unless in an emergency situation); and
- sharing or releasing personal information with caregivers, friends or other associates who have enquired about the student's progress or difficulties.

If a volunteer or practicum student is asked about a student or to share or release the students' personal information, they will direct the enquirer to the student's teacher or the Principal.

Nothing in this policy will prohibit a volunteer from discussing a student's personal information where the volunteer is registered by the School as a caregiver of the student.

Volunteers and practicum students can expect their personal information to remain private. Volunteers, staff, and practicum students will maintain the privacy of other volunteers' and practicum student's personal information, and staff will collect, maintain and release information in line with the *Privacy Policy* and *The Collection of Student and Family Information* policy.

### **Training and Induction**

In addition to the reading and signing of the Visitor's Guidelines and giving a copy of a current Working with Children Check (WWCC), Board Members, regular volunteers and practicum students will:

- Go through the volunteer checklist (Appendix A) with the Principal or their Mentor Teacher.
- Be given training relevant to their role.
- Be given a tour of the school and given access to required physical resources.
- On request be given a copy of the Concerns and Complaints policy, of which the Principal or their mentor teacher is responsible for giving them a new copy if an updated version is created.
- Read and have time to discuss the Child Safety section of the Code of Conduct with the Principal or their Mentor and be included in PD opportunities relevant to Child Safety and Mandatory Reporting.
- Read and have time to discuss the Management of Student Behaviour section of the Code of Conduct.
- Be taken through OH&S requirements and procedures, including emergency incident procedures.

### **Working with Children Check**

Parents who are volunteering infrequently in their child's class do not require a WWCC. Other volunteers may require one, see [Working with Children Check - Western Australia](#) for further information. The school may elect to cover the cost of a Volunteering WWCC, please discuss this with the Principal.

- Volunteers must give their WWCC to reception to be copied before they can commence volunteering.
- Volunteers are reminded to register their volunteer work with the WWC Screening Unit.

## **Management of Student Behaviour**

Volunteers and practicum students are to raise student behaviour directly with the teacher or staff member responsible for behaviour management. They are not to manage behaviour issues or discipline children. The School explicitly forbids child abuse, corporal and degrading punishment (see attached definitions).

## **Child Safety**

The School will, as required by mandatory reporting requirements under the *Children and Community Services Act 2004 (WA)*, report concerns of child abuse to child protection agencies; concerned individuals are asked to bring their concerns directly to a teacher, school office staff or the Principal.

As a volunteer you are required to report objectively observable behaviour which breaches or is suspected of breaching this Code of Conduct. You can report these to the Principal, your mentor or the chair of the governing body. You will not be victimised or face adverse consequences if you make a report in good faith.

Volunteers are required to read the policies about Child Safety found on the Pioneer Village School website: <https://pvs.wa.edu.au/discover-pvs/policies-procedures/child-safety/>

Volunteers are encouraged to discuss any concerns or queries about these policies with the Principal and practicum students with their Mentor.

## **Conduct**

Volunteers and practicum students will follow the directions of staff. Volunteers will not be under the influence of drugs or alcohol when volunteering with or at the School.

Volunteers are not to work unsupervised with children or assist with toileting and changing.

The Principal may, at his or her discretion, cancel an individual's Volunteering or practicum student Contract.

## **Definitions**

### Caregiver

Has the meaning given by the *Village School Association (Inc.) Constitution*, which for information only, is at 24 May, 2019: "The legal guardian of children enrolled at Pioneer Village School."

### Child abuse

Four forms of child abuse are covered by WA law and are defined by the Department of Communities:

- (1) Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or caregiver.
- (2) Sexual abuse occurs when a child is exposed to, or involved in, sexual activity that is inappropriate to the child's age and developmental level, and includes sexual behaviour in circumstances where:
- (a) the child is the subject of bribery, coercion, a threat, exploitation or violence;
  - (b) the child has less power than another person involved in the behaviour; or
  - (c) there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.
- (3) Emotional abuse includes:
- (a) psychological abuse; and
  - (b) being exposed to an act of family and domestic violence.
- (4) Neglect is when children do not receive adequate food or shelter, medical treatment, supervision, care or nurturance to such an extent that their development is damaged or they are injured. Neglect may be acute, episodic or chronic.

#### Corporal punishment

Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm [UN Committee on the Rights of the Child, General Comment No. 8 (2006)].

#### Degrading punishment

Any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child [UN Committee on the Rights of the Child, General Comment No. 8 (2006)].

#### Emotional abuse

Emotional abuse occurs when an adult harms a child's development by repeatedly treating and speaking to a child in ways that damage the child's ability to feel and express their feelings.

#### Drugs

Has the meaning given by the *Volunteers (Protection from Liability) Act 2002 (WA)*.

#### Personal information

Has the meaning given by the *Privacy Act 1988 (Cth)*, which for information only, is at 2 May 2015:

*Information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable. This is deemed to include (but is not limited to):*

- (a) addresses and telephone numbers;
- (b) medical conditions;
- (c) educational information;
- (d) behaviour; and

(e) family and caregiver circumstances.

Psychological abuse

Repeatedly treating and speaking to a child in ways that damage the child’s perceptions, memory, self-esteem, moral development and intelligence. It is a form of emotional abuse.

Volunteer

A volunteer school worker is a person who voluntarily engages in *school work* or approved community work, without payment or reward.

*School work* means:

- carrying out the functions of a school council;
- any activity carried out for the welfare of a school, by the school council, any parents’ club or association or any other body organised to promote the welfare of the school;
- any activity carried out for school welfare at the request of the principal or school council; or
- providing any assistance in the work of any school or kindergarten attending meetings in relation to government schools convened by any organisation which receives government financial support

Related documents/links

- [Pioneer Village School values](#)
- [Pioneer Village School policies and Village School Association \(Inc\) Constitution](#)
- [Privacy Act 1988 \(Cth\)](#)
- [Children and Community Services Act 2004 \(WA\)](#)
- [Volunteers \(Protection from Liability\) Act 2002 \(WA\)](#)

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## Appendix A

### Volunteer Induction Checklist

1. Discuss the mission, vision, values, and ethos of the School. Is the volunteer happy to support them?
2. Confirm that the volunteer fully understands their role and any applicable obligations, expectations, and protocols, including:
  - cooperation and collaboration,
  - use of first name or surname,
  - dress code,
  - code of conduct
  - performance monitoring
  - responsibility in handling concerns and complaints
  - communication methods to be used to keep the volunteer informed
  - training that will be required, including mandatory reporting
  - overview of Child Safety Policies, Anaphylaxis/Asthma, Emergency Response and Behaviour Management.
3. Discuss any special requirements of the volunteer (for example, any adjustment to the workplace to address any disability) and make necessary arrangements
4. Allocation of a mentor/contact person
5. Inform staff and students, if required, of the volunteer's starting date and duties
6. Familiarise volunteer with school campus and/or provide a physical orientation of the specific workplace and description of the local area
7. If required, outline internet usage and explain how to use the School photocopier/s, telephones and fax equipment
8. Identify key contacts and provide contact details as appropriate:
  - Principal
  - Reception
  - Groundskeeper – OH&S
  - Bursar and Accounts
9. Go over daily signing in and out expectations, including reading the visitors guidelines.
10. Working With Children Check recorded?
11. Sign Confidential Volunteer Declaration

# Volunteering contract

If you have any questions, comments or feedback about this policy, please contact the Principal at

[principal@pvs.wa.edu.au](mailto:principal@pvs.wa.edu.au) or on 08 9399 6999.

## Schedule A: Volunteering Contract

Thank you for your willingness to volunteer your services to Pioneer Village School. We very much appreciate your support for our children. To assist us with our requirement to comply with government standards and regulations, among other things, please read and sign the below. The School's *Volunteering Policy* sets out your responsibilities as a volunteer in relation to students' personal information. While maintaining the privacy of our students, it also helps you to comply with the *Privacy Act 1988* (Cth) and the *Volunteers (Protection from Liability) Act 2002* (WA).

Please note that information collected will be maintained in line with the *Privacy Policy* and *The Collection of Student and Family Information* policy.

1. I declare that I do not have any circumstances, reasons or convictions that might preclude my working with or near children. If circumstances that affect this declaration changes, I will inform you immediately.
2. I have read, understand and agree to be bound by the School's *Volunteering Code of Conduct* and *Visitor Guidelines*.
3. I will act in accordance with the School's values.

|             |  |                  |  |
|-------------|--|------------------|--|
| <b>Name</b> |  |                  |  |
| <b>Date</b> |  | <b>Signature</b> |  |

If you are not a caregiver of an enrolled child, please fill out the following. If you are a caregiver of an enrolled child your contact details will be on file; please fill out the below only if your details have changed.

|                        |  |
|------------------------|--|
| <b>Home address</b>    |  |
| <b>Contact numbers</b> |  |
| <b>Email address</b>   |  |
| <b>WWC card number</b> | Office will photocopy and retain card. |