

Rationale

Bayview College values the assistance of all Parents and Volunteers. The College aims to develop and maintain a safe and secure learning environment for all students, volunteers, and staff. The College expects all staff and volunteers to act in the best personal and educational interests of every student and to treat all students equally with appropriate courtesy and sensitivity.

Volunteers read this Code in conjunction with the Child Safety Code of Conduct and observe all College directives when fulfilling the volunteer's role.

Volunteers need to be aware of the limitations of the capacity in which they volunteer. Unless notice has been given and approved by the College a volunteer should not offer advice or assistance to students in an area outside the area in which they volunteered to assist. College Staff Members have authority regarding student welfare.

Policy Statement

The contribution of volunteers is highly valued by Bayview College, enhancing the safe, productive, and positive environment for our students. This Code of Conduct seeks to affirm the standards of behaviour that are expected of our volunteers, to ensure the safety and wellbeing of our school community.

Bayview College volunteers provide

- current Working with Children Card
- up to date First Aid certificate (if applicable)
- up-to-date Water Qualification Certification (if applicable)

General Principles

- Observe normal school procedures regarding the day-to-day running of the school when assisting with a camp/excursion.
- Observe the school's Student Code of Conduct procedures.
- Dress in presentable clothes (or those suitable for the activity) that reflect appropriate level of dress.
- Not seek telephone numbers, home addresses, e-mail addresses, personal webpage or any other contact information of students for any purpose unless required as part of your role as a volunteer, and then only with direct approval from the College and the appropriate parent(s).
- Not use or distribute in print or electronic form any student photographs or personal information about students.
- Respect the cultures, beliefs, opinions and decisions of others.
- Treat all students, staff and visitors with respect.
- Use appropriate language and avoid the use of profanity or vulgar humour to not offend students, staff, and other visitors.
- Encourage students and other volunteers in a responsible, patient, and motivational manner.

- Act in a responsible manner that always observes the volunteer's duty of care.
- Not permit Alcohol, illegal drugs, weapons, and inappropriate videos, reading materials or other objects on the camp/school grounds or in areas in which students are present.
- Observe principles of confidentiality in relation to all aspects of the College's operation.

Procedures for Implementation

Regarding Supervision

- Seek advice from the staff member responsible for the activity whenever appropriate.
- Refer all discipline matters to the staff member responsible for their assigned activity in the first instance.
- Do not implement any significant departures from the prescribed activity for which they have volunteered without first discussing the proposed change with the staff member responsible.
- Ensure any one-on-one work with a student is conducted in a public area or in a visible area such as in an office with an interior window or an open door.
- Actively discourage bullying, victimisation, or demeaning humour by reporting to the staff member.
- Encourage non-confrontational leadership and defuse conflict by focusing only on the issue at hand
- Put the safety of all students, other visitors, and staff first in all their activities
- Use positive reinforcement rather than criticism, competition or comparison when working with students.

First Aid

- Administer first aid if required, seeking a qualified first aid staff member when possible
- Seek to ensure that assistance personnel of the same gender as student is provided for first aid unless it is an emergency.
- Report all injuries, illnesses, and accidents immediately to the staff member.
- Avoid posing any health risk to others (i.e. fevers or other contagious situations).

Student Welfare

- Refrain from physical contact with a student other than to provide first aid.
- Avoid counselling students on personal issues, seek staff assistance.
- Encourage and provide support to all students equally.
- Avoid discussing any aspect of personal information relating to a student, staff member or another volunteer with any third party, including family members of either the volunteer or the student concerned – confidentiality is important.
- Share concerns about student's welfare or safety with the staff member responsible.
- Avoid comments of a sexual nature and refer any questions in this regard from a student, to a staff member.

Associated Documentation

Child Safety Code of Conduct

Child Protection Policy

Child Safety Code of Conduct

Bayview College Commitment to Child Safety

The Victorian Child Safe Standards

Ministerial Order 870 Child Safe Standards

Mandatory reporting Policy

Failure to Disclose Offence

Failure to Protect Offence