

Code of Conduct for Volunteers

Helena College recognises the value of volunteers in contributing to the College community by giving their time and sharing their skills and expertise with others. Helena College values the contribution of all members of the school community in volunteering their time and effort.

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

Put Safety First

Volunteers should:

- Observe safe work practices which avoid unnecessary risks;
- Only work according to their level of competency;
- Follow reasonable safety instructions given by supervisors;
- Report any safety hazard or hazardous practice they observe; and
- Assist in implementing evacuation procedures if required.

Have Respect for Others

Volunteers should treat students, staff and other members of the college community with respect and in particular should:

- Treat everyone with courtesy, sensitivity, tact, consideration and humility;
- Dress appropriately having regard to the nature of the volunteer activity;
- Assist in the creation of an environment free from fear, harassment, racism or exploitation;
- Respect the cultures, beliefs, opinions and decisions of others;
- Take reasonable instruction from staff and not obstruct staff in the execution of their duties; and
- Avoid waste or extravagance and make proper use of the resources of the college.

Communication

Volunteers should use appropriate communication skills when engaging with students, staff and other members of the college community and in particular should:

- Avoid swearing or other use of profanities;
- Use non-discriminatory respectful and non-judgmental language;
- Maintain appropriate levels of confidentiality;
- Be aware of people's personal space;
- Be aware of their own body language; and
- Seek advice where appropriate.

Child Protection/Prohibited Conduct

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

- work unsupervised with students;
- be involved in toileting students or assisting with change rooms/sick rooms;
- encourage affection from or dependency in students (e.g. giving presents, having intimate physical contact or intimate personal contact through written or electronic means such as email, letters, telephone, text messages, social media sites or chatrooms); or
- display bullying or intimidating behaviours towards students.
- Smoke or use tobacco products, be under the influence of alcohol, illicit drugs.