



## Volunteer Code of Conduct

(Refer to Policy 5.5 – Volunteer Code of Conduct)

*For the purposes of EdConnect Australia and therefore this document, a “Volunteer” means anyone who assists EdConnect in an unpaid capacity. All volunteers are required to work in accordance with the following Volunteer Code of Conduct.*

I undertake that I will:

### General Conduct

1. Read, comply with and exercise due care in carrying out my Roles and Responsibilities (as outlined in the EdConnect handbook (“The Handbook”) and EdConnect policies and procedures available at [www.edconnectaustralia.org.au/volunteer](http://www.edconnectaustralia.org.au/volunteer)).
2. Recognise and adhere to National and State child safe standards and comply with the law in my State/Territory regarding reporting child abuse or neglect, as outlined in The Handbook and EdConnect policies and procedures.
3. Maintain a valid Working With Children Check, and for volunteers in Western Australia a Nationally Coordinated Criminal History Check.
4. Immediately advise EdConnect of any matter in which I am involved that has, or could, lead to criminal investigation and/or conviction.
5. Represent EdConnect positively whilst conducting myself in a manner that a reasonable person would consider appropriate.
6. At all times whilst volunteering dress in appropriate clothing which does not expose the chest, bottom or stomach areas or feature any offensive wording or imagery.
7. Follow through and complete agreed tasks and commitments whilst exhibiting good conduct and being a positive role model.
8. Advise EdConnect of any employee, or person acting on behalf of EdConnect, including school-based staff or volunteers, who I believe has acted in a way which may be detrimental to, or brings into disrepute, the good name of EdConnect.
9. Be alert and focussed when undertaking my role, and not be under the influence of alcohol or illicit drugs, or the adverse effects of prescribed drugs, that may affect my perception or mobility.
10. Advise EdConnect if I experience any significant changes in my physical or mental well-being that may adversely affect my volunteering role. *Note: EdConnect has the right to request that I provide a medical clearance stating that I am physically and mentally fit to volunteer.*
11. Ensure that my skills and knowledge are kept up to date by completing EdConnect refresher training every three years.
12. Update EdConnect with any changes to my visa status whilst residing in Australia, if I am not an Australian Citizen.

### Relationship with Student/s

13. Agree to advise EdConnect where I have a pre-existing relationship with a student and/or their family at the point I become aware of a potential conflict of roles and acknowledge that this may impact the decision by EdConnect or the school to progress the volunteering placement.
14. Respect the privacy of all students and staff, and hold in confidence sensitive, private and personal information collected.
15. Not photograph students without the express written permission of the school and the student/s’ parent/guardian.
16. Be respectful towards all students and not attempt to influence or persuade students on religious, political, or other controversial matters.
17. Strive to create an environment that supports the safety and wellbeing of students, including cultural safety and respect for student diversity, culture and identity.
18. Not initiate physical contact with students and limit contact to accepted gestures of greeting, guidance and praise such as high fives and adhere to the school’s policy in this regard.
19. Provide a safe environment by not harming students in any way, whether through racism, discrimination, or sexual harassment including initiating or engaging in a sexual relationship, physical force, verbal or mental abuse, neglect or any other harmful actions.

20. Not engage in any illegal activities with students including, but not limited to, providing alcohol, tobacco, drugs, or pornographic or offensive material.
21. Undertake my volunteer role with my allocated student/s in an area of the school within eyesight of school staff.
22. Accept that all EdConnect volunteering activities are school based, during regular school hours and occur on school grounds unless otherwise arranged and sanctioned by EdConnect and the school, such as the EdConnect Buddies program.
23. Not continue the volunteer/student relationship outside of school grounds, or out of school hours, nor attend my student's home.
24. Accept that there may be occasions where incidental contact may occur with a student outside of school such as in passing at the local shops, etc.
25. Not share with any student or parent, personal details such as my phone number, email address, home address or social media account details.
26. Not engage with my allocated student/s via telephone, text messaging, social media, email, or other external devices or technologies unless part of an EdConnect approved program. This prohibition includes, but is not limited to, Facebook, Instagram, Snapchat, and Twitter, including maintaining privacy settings on social media accounts so that students cannot view any information that has been posted by or about me.
27. Not provide or arrange transport for students.
28. Not provide food or money to students without express permission of EdConnect who will gain parental/school consent where appropriate to ensure students' safety.
29. Agree not to give my allocated student a gift greater than \$25.00 in value, and that this will be restricted to occasions such as the end of the school year, birthdays, or at the formal conclusion of the relationship with my allocated student. I further understand that gift giving is optional, not a requirement, and that I will consult with and get approval from the school prior to giving any gifts. Gifts given in the Buddies program must be approved by EdConnect as there must be a consistent approach for gifts to students.
30. When receiving a gift from a parent or student, only accept a gift up to the value of \$50.00 and on no more than two occasions during the school year. Gifts greater than \$50.00 in value are not to be accepted and are to be respectfully declined.

#### **Compliance with School Protocols**

31. Comply with relevant school policies and procedures as advised by school staff and follow lawful direction of school staff.
32. Undertake my role in a safe environment. This includes taking reasonable care for my own health and safety and or students who are considered to be under my supervision; ensuring that my conduct does not adversely affect the health and safety of others; compliance with any reasonable policy/procedure and instructions relating to health and safety.

#### **For EdConnect Learning Support and Mentor Volunteers**

33. Sign in and out during each school visit and for an approved EdConnect-issued identification badge at all times while on school grounds.
34. Immediately telephone, text or email the School Coordinator if I am unable to attend an agreed volunteering session in my school, and furthermore advise EdConnect if I am unable to continue in my chosen role if unavailable for greater than two weeks.
35. Consult with my School Coordinator, in the first instance, if have concerns about my volunteering role or disagree with the tasks allocated. If I am unable to resolve the matter, I will contact my EdConnect Liaison Officer for further consultation and guidance.

**I acknowledge and agree to abide by the Volunteer Code of Conduct above and accept that any breach of this code may result in the termination of my volunteer role.**