

Our Vision

To set a standard of educational excellence in Australia as an institution whose ethos and practice is based upon Christian precepts.

Our Mission

To equip young people to be of Godly character and influence. We do this by challenging and encouraging them to seek personal excellence as lifelong learners in their spiritual, intellectual, emotional, physical and social development.

Our Values

Courage, Respect, Humility, Integrity and Kindness.

“O people, the Lord has told you what is good, and this is what he requires of you: to do what is right, to love mercy, and to walk humbly with your God.”

Micah 6:8 NIV



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**Volunteer and
Contractor
Code of Conduct**

Volunteers / Contractors must at all times:

- actively and openly support the College's Vision, Mission and Values at all times when representing the College;
- conduct themselves both personally and professionally in a manner that upholds the reputation of the College;
- act ethically and responsibly;
- comply with relevant College policies and procedures;
- be accountable for their actions and decisions.

Expectations

As College volunteers / contractors, you are expected to:

- perform your duties to the best of your ability and be accountable for your performance;
- ensure that your conduct is consistent with the ethos of the College and does not damage the reputation of the College;
- dress in a professional manner that is appropriate to your role.

Reporting Responsibilities

As a College volunteer / contractor, you must report as soon as possible to the relevant Principal if you are charged with, or convicted of any offence; become the subject of a Restraining Order; or if you are aware of any breaches to this Code.

Duty of Care

As a College volunteer / contractor, you may have a duty of care to students in your charge to take all reasonable steps to protect them from risks of harm that can be reasonably predicted. This duty encompasses a wide range of matters, including (but not limited to):

- the provision of adequate supervision;
- ensuring grounds, premises and equipment are safe for students' use;
- implementing strategies to prevent bullying from occurring in the College;
- providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at the College.

Duty of Care requires all staff, volunteers or contractors to engage in appropriate risk management to reduce the risk of injury or harm. Preventative measures should be taken against risks from known hazards and from foreseeable risk situations.

Maintain Professional Relationships

The College expects volunteers / contractors to honour the God-given worth in each individual and therefore, to treat each other with respect, kindness and courtesy. Our daily interaction with others reflects the College's reputation as a Christian organisation and to this end, all employees are expected to be approachable, respectful, courteous and prompt in dealing with colleagues, students, and members of the community.

Child Protection

As a College volunteer / contractor, you are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed.

- You will be expected to avoid situations where you are alone in an enclosed space with a student.
- Physical contact needs to be developmentally appropriate for the individual student. This may include a handshake, high five, pat on the shoulder or brief sideways hug as long as the student is comfortable with this action.
- You may not develop a relationship with any student that is, or that could be interpreted as having a personal rather than a professional interest in a student.
- Where appropriate you may be required to provide a current Working with Children Check and / or Police Clearance.

Confidentiality and Privacy

The College seeks to build open and effective lines of communication with colleagues, parents and students, that at all times, reflect integrity, respect and confidentiality. Accordingly:

- you may only use confidential information for the College-related purpose for which it was intended;
- unless authorised to do so by legislation, you may not disclose or use any confidential information without the express permission of relevant Principals.

Alcohol, Drugs or Tobacco

As a College volunteer / contractor you must not:

- attend any College activities under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;
- smoke or permit smoking in any College buildings, enclosed area or on College grounds or at College events.

Electronic and Social Networking Communication

The College provides electronic communication facilities for its students and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the College's facilities. As a College volunteer/contractor you must:

- exercise good judgment when using electronic mail, following the principles of ethical behaviour;
- report any situations where you become aware of the inappropriate use of electronic communication and social networking sites;
- not invite students into your personal social networking site or accept invitations to students' personal social networking sites;
- not use social networking sites to email or contact students.

Copyright and Intellectual Property

As a College volunteer / contractor you must ensure that the intellectual property rights of others are not infringed and attribution is accorded where appropriate.

Dress Code Guidelines

The College values underpin all its endeavours, including dress and personal presentation as it respects students, their families and the community. In considering what is appropriate, the following filters are applicable:

- Is it professional?
- Is it modest?
- Is it conservative?

Attire should reflect the activity being undertaken, should minimise health and safety risk and model sunsmart behaviour.

Workplace Health and Safety

The College expects volunteers / contractors to be aware of their own safety, to follow safety procedures and to report any incidents or accidents that may occur.

Breaching the Code

As a College volunteer / contractor, you hold a position of trust and are accountable for your actions. You are required to report all objectively observable behaviour that is not permitted by this Code, other than those subject to mandatory reporting obligations, to your line manager, designated senior staff member (eg Assistant Principals) or the relevant Principals.