

## 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; and
- 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; and
- 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 become aware of any breaches of 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 injured or sick at the College.

The duty of Care requires all staff, volunteers, and 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 foreseeable risk situations.

## Maintain Professional Relationships

The College expects volunteers/contractors to honour each individual's God-given worth and, therefore, 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 support those 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 if the student is comfortable with this action.
- You must keep your relationship and all interactions with students at a professional level. You may not develop a relationship with any student that is, or that could be interpreted as having a personal 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; and
- Unless authorised to do so by legislation, you may not disclose or use any confidential information without the express permission of the relevant Principal.

## 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; or
- 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 judgement 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 to your personal social networking site or accept invitations to students' social
- networking sites; and
- 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 upon and that attribution is accorded where appropriate.

## Dress Code Guidelines

The College's 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 safety, follow safety procedures, undertake, minimise health and safety risks, minimise health and safety risks, and 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 must report all objectively observable behaviour not permitted by this Code, other than those subject to mandatory reporting obligations (which are subject to their own specific criteria), to your line manager, designated senior staff member (e.g. Assistant Principals) or the relevant Principal.