

1 Introduction

1.1 Commitment

Loreto College Coorparoo (LCC) is committed to professional practice and conduct that strives to provide educational excellence within an environment of trust and appreciation of individual differences. The College is committed to the safety and wellbeing of all students and respects and values the dignity, self-esteem and integrity of every young person.

1.2 Purpose

Volunteers are a valuable part of the LCC community and volunteer work assists us to provide an extensive educational and co-curricular program. The nature of volunteer work at the College, often involving work and interaction with children, means that there are a range of obligations and responsibilities that must be undertaken by volunteers.

This Code of Conduct (the “Code”) sets out the responsibilities and standards of behaviour required of all volunteers working at LCC. Volunteers are required to comply with this Code and complete all required training in relation to this Code.

This Code satisfies Loreto College’s obligations under the Working with Children (Risk Management and Screening) Act 2000 (Qld) to have a code of conduct for interacting with children as part of LCC’s risk management strategy.

1.3 What happens if there is a breach of the Code?

Any allegations of breaches of this Code are treated seriously. The Principal may discuss any alleged breaches of the Code with the volunteer. In some instances, the Principal may determine that the services of the volunteer at the College may be discontinued. If necessary, other action may be taken, including notifying the appropriate authorities.

Inappropriate behaviour towards a student must be reported to the Principal or other Student Protection Officer as outlined in the LCC Student Protection Processes. Alternatively, reports can be made directly to the Department of Children, Youth Justice and Multicultural Affairs on 1800 811 810 or 13 QGOV (13 74 68).

2 Standards of Behaviour

2.1 General Expectations

While working at LCC, volunteers are expected to:

- act in accordance with the Catholic ethos and the core values of the Catholic Church;
- treat students, staff and others at the school with dignity, courtesy and respect and avoid behaviour which might be offensive or obscene or which may amount to bullying, sexual harassment, discrimination or abuse;
- exercise duty of care and diligence in the performance of their work and act honestly and with integrity;
- treat parents/carers with consideration, respect and dignity (including respecting cultural diversity and different family structures);
- take reasonable care for the safety and welfare of students, others in the workplace and themselves and follow all LCC safety procedures (including visitor sign in and emergency evacuation or lockdown procedures);



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- comply with the lawful and reasonable directions of appropriately authorised staff members;
- never use, possess or be under the influence of alcohol or illegal drugs while on school property; and
- never condone the use of, or provide smoking products, drugs or alcohol to students.

Volunteers should report promptly to the school Principal any illegal activities or concerning behaviour of others, including College staff, volunteers or other members of the College community.

Volunteers must work only according to his/her level of competency. Volunteers should contact their direct supervisor or the Principal if they feel that they are in a situation which they cannot manage or which is beyond their role and responsibility.

2.2 Unacceptable Behaviours

All persons volunteering at LCC will not:

- ignore or disregard any suspected or disclosed child abuse
- behave in a sexual or other inappropriate or discriminatory way towards students or expose students to such behaviour
- engage in conduct towards or in the presence of a student that suggests contempt, ridicule or intolerance, including because of the student's or another person's race, culture, religion, gender, sexuality or disability
- exhibit behaviours with students which may be construed as unnecessarily physical, including doing things of a personal nature that a student can do for themselves
- engage in prejudicial, oppressive, or threatening behaviour towards a student
- engage in open discussions of an adult nature, or express personal views on culture, race or sexuality or use offensive, profane, sexual, discriminatory, or abusive language, towards or in the presence of a student
- communicate privately with students outside the context of their volunteer relationship
- work with students whilst under the influence of alcohol or illegal drugs
- consume alcohol or illegal drugs at College events in the presence of students
- develop any 'special' relationships with a student that could be seen as offering favoritism
- exchange personal contact details or have any online contact with a student (including by social media, email, instant messaging, etc.)
- take, publish, or share photos, video, or other images of students, that are not for authorised purposes, or without the authorisation of the student's parent/caregiver.

2.3 Duty of Care, Safety and Wellbeing of students

Volunteers have a duty to take reasonable care for the safety and welfare of students in their care. They must take all reasonable action to protect students from reasonably foreseeable risks of harm.

LCC is committed to the safety and wellbeing of all students and the protection of students from harm and abuse. Volunteers must work collaboratively with College staff to prevent abuse and harm to students and respond appropriately to students who have been abused or harmed or who are at risk of being abused or harmed.

If volunteers become aware of, or reasonably suspect that harm to a student has occurred or is likely to occur, this concern must be reported to the Principal or a LCC Student Protection Officer immediately. Alternatively, reports can be made directly to the Department of Children, Youth Justice and Multicultural Affairs on 1800 811 810 or 13 QGOV (13 74 68).



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2.4 Sexual Misconduct and Inappropriate Relationships with Students

Volunteers must not engage in sexual misconduct or inappropriate relationships with a student. They must not have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is lawful, consensual or condoned by parents/carers. Volunteers must immediately discourage and reject any romantic or sexual advances by a student and immediately report the matter to the Principal.

Volunteers must not engage in the following conduct with students:

- jokes of an inappropriate or sexual nature;
- inappropriate touching;
- undressing in front of students;
- inappropriately communicating to students the sexual behaviour of others;
- possession, distribution or display of pornography;
- inappropriate conversations of a sexual nature including sharing information about sexual relationships and sexual preferences;
- sexual exhibitionism;
- communications that are sexually explicit or offensive;
- personal communications about the employee's romantic or sexual feelings for the student or others;
- holding conversations of a personal nature with a student where disclosures of private or personal information about themselves are made;
- flirting with a student; or using obscene language or gestures of a sexual nature.

2.5 Smoking, Alcohol and Drugs

Volunteers are responsible for ensuring that their capacity to perform their duties is not affected by the use of alcohol, drugs or any substance. They must not put themselves or any other person's health and safety at risk.

All members of the LCC community are legally banned from smoking on a school facility and on land within a five metre boundary of the school facility. A school facility includes any land on which the school provides educational instruction or activities (for example, sporting facilities located away from the school). These laws apply at all times, including during and after school hours, on weekends and during school holidays.

Volunteers must never consume or be under the influence of drugs or alcohol when they are performing their duties or in any other circumstances where they are responsible for the care or supervision of students, including at school, school functions, dances, sporting fixtures, fund raising events, camps, excursions or study tours.

Volunteers must never be under the influence of prescription drugs that might cause an impairment while they are at work or in any circumstances where they are responsible for the care and supervision of students.

Volunteers must never purchase or provide students with alcohol or illegal drugs and must not encourage or condone the use of these products.

2.6 Privacy and Confidentiality

Private and Confidential Information (including students' personal details), which Volunteers and Other Personnel may obtain when working at LCC, must always be handled confidentially and in accordance with the LCC Information Collection Notice and the [Privacy Policy](#). Such information must not be disclosed, unless permitted to be disclosed under those documents.



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3 Definitions

Child in Need of Protection – is a child who:

- a) has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and
- b) does not have a parent able and willing to protect the child from the harm.

Confidential Information – all information concerning the affairs of Loreto College that has been made available to employees during the course of their employment with Loreto College, but does not include information in the public domain (other than as a result of a breach of any duty of confidentiality).

Dismissal – Dismissal is termination of employment usually after a process which may include Show Cause.

Employee – any person who is employed by Loreto College, on a temporary, casual, part-time, fixed term or continuing basis pursuant to a contract of employment.

External Agencies – include Queensland Catholic Education Commission, church authorities, Religious Institute schools, Government bodies and agencies, Queensland College of Teachers, universities and the Independent Education Union (Qld & NT).

Failure to Report – offence will be committed if an adult (18 years or over) fails to report to police any information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed against a child by another adult.

Failure to Protect – offence will be committed if an adult in the school:

- a) Knows there is a significant risk that another adult associated with the school will commit a child sec offence against a child; and
- b) They have the power or responsibility to reduce or remove the risk; and
- c) They wilfully or negligently fail to reduce or remove the risk.

Harm – Harm, as defined in the Child Protection Act 1999, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.

Harm can be caused by:

- Physical, psychological or emotional abuse or neglect;
- Sexual abuse or exploitation.

Harm can be caused by:

- A single act, omission or circumstance; or
- A series or combination of acts, omissions or circumstances.

Intellectual Property – all statutory and other proprietary rights in respect of copyright and neighbouring rights, in relation to inventions, patents, registered and unregistered trademarks, registered and unregistered designs, utility models, know-how, trade secrets and rights to require information to be kept confidential and all of the other rights arising from intellectual activity and rights to apply for the above.

Principal – an employee appointed to be the religious and educational leader of Loreto College; otherwise a person who has the delegated authority to act in the position of Principal.

Resolution Process – refers to a range of informal and formal processes to address or remedy issues of concern.



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Sexual Abuse – Sexual abuse is defined in the Education (General Provisions) Act 2006. Sexual abuse, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances:

- The other person bribes, coerces, exploits, threatens or is violent toward the relevant person;
- The relevant person has less power than the other person;
- There is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.
- Inappropriate behaviour by a staff member towards a student
- Inappropriate behaviour for the purposes of this Policy includes: Inappropriate, unwelcome behaviour by a staff member towards a student that breaches the trust implicit in a normal adult-student relationship, as defined by accepted societal values, professional and contractual obligations, current legislation and/ or legal precedent.

Show Cause – Show Cause is an opportunity extended to a staff member to raise any exceptional circumstances that might prevent termination, usually given and replied to in writing. A fixed time e.g. one (1) week is to be given for a written reply.

Social Media – any form of online publication or presence that allows interactive communication, including social networking sites (e.g. Facebook, Twitter, LinkedIn, Snapchat), internal intranet social portals, video and photo sharing websites (e.g. Flickr, YouTube, Instagram, Pinterest), instant messaging (e.g. SMS, WhatsApp, Viber), geospatial tagging (e.g. Yelp), location based dating apps, blogs, micro-blogging, podcasts, gaming platforms, wikis and online collaborations and forums, discussion boards and groups.

Standing Down – Standing Down is a direction, given by the Principal, that the staff member not attend the College for the duration of the investigation or any other set time. This will be the case where the Principal considers the presence of the alleged offender to be an unacceptable risk to the wellbeing of others or the College.

Student – any person enrolled at Loreto College.

Summary Dismissal – Summary Dismissal means immediate termination of employment.

Unacceptable Risk – An Unacceptable Risk is a risk that in the reasonable opinion of the Principal requires the alleged offender to refrain from attending the College in any capacity.

4 References & Related Documents

- Education (Accreditation Non State Schools) Act and Regulations 2017
- Queensland College of Teachers Act 2005
- Code of Ethics for Teachers in Queensland - Queensland College of Teachers
- Professional Boundaries: A Guideline for Queensland Teachers – Queensland College of Teachers
- Common Law Contract and Duty of Care
- Criminal Law
- Education (General Provisions) Act 2006
- Defamation Law 2005
- Work Health & Safety Act 2011
- Child Protection Act 1999