Volunteers

St Joseph’s College is a dynamic, vibrant school with an active participation of a range of people from within our community. We believe volunteers can enrich the learning experience of our boys through the giving of their time and the sharing of their skills and expertise. A volunteer is any person who provides an unpaid service to the College and can be classified as either a Direct Contact or Indirect Contact volunteer.

As a preamble to the Code of Conduct for Volunteers, the below definitions differentiate between a Direct Contact Volunteer and an Indirect Contact Volunteer.

Who is a Direct Contact Volunteer?

Direct Contact Volunteers are those volunteers that are involved in providing support, guidance and supervision directly to students and could potentially have direct unsupervised contact with students during the normal course of providing the volunteer service. A direct contact volunteer may have:

- significant amounts of 1:1 time with students
- supervisory responsibility for a group of students with only broad and indirect oversight of a College staff member
- full responsibility for one or more students, such as in a sports coaching role or learning support role.

Examples of direct contact volunteers:

- Sports coaches
- Camp and excursion assistants
- Stage assistants
- Learning support assistants

All direct contact volunteers, regardless of whether the volunteer is a parent of an existing student, are required to provide the College with a current Working With Children Check (for Volunteers) number and to familiarise themselves with the College’s Child Protection Policy and Child Protection Code of Conduct, as well as the Code of Conduct for Volunteers. Regular direct contact volunteers, such as sport coaches, are additionally obliged to register with and complete the College’s Child Protection training. It is each individual’s responsibility to be aware of key risk indicators of abuse, neglect and grooming, to be observant, and to raise any concerns they may have relating to child protection with one of the College’s Child Protection Officers and/or with external agencies where required.
Who is an Indirect Contact Volunteer?

Indirect Contact Volunteers are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students. Indirect Contact Volunteers are not responsible for supervising students and would not have “unsupervised” contact with students during the normal course of providing the volunteer service.

Examples of indirect contact volunteers:

- Adults who help with cooking e.g. sporting event barbeques, art, special classroom activities and fundraising
- Adults who help in the Library or canteen
- Adults who share an area of skill or interest with a class during lesson time
- Medical professional who supports teams and coaches beside playing fields

An Indirect contact volunteer is required to familiarise themselves with the College’s Child Protection Policy and Child Protection Code of Conduct as well as the Code of Conduct for Volunteers. All Indirect Contact Volunteers are responsible for contributing to the safety and protection of children and young people in College environments. Indirect Contact Volunteers also have legal obligations with respect to the reporting of abuse, neglect and grooming behaviours under the Reportable Conduct Scheme.

Suggested links: How to register for Working With Children Check (as a volunteer):

Schedule
Code of Conduct for Volunteers

St Joseph’s College values the contribution of all members of the school community in volunteering their time and effort.

To assist St Joseph’s 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 school/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 school/college.

Communication

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

- Refrain from 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
Prohibited Conduct

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

- Smoke or use tobacco products;
- Use, possess, or be under the influence of illicit drugs; or
- Utilise their position to take advantage of any young person.

Moderate consumption of alcohol by volunteers where appropriate and sanctioned by a senior staff member of the College is permitted in a social setting when unconnected from any supervisory role of students.