

SHOLEM ALEICHEM COLLEGE PARENTS/GUARDIANS & VOLUNTEERS CODE OF CONDUCT

INTENDED USE

This Code of Conduct will be made available to the College's parents and guardians at time of introduction to the College on enrolment and will be made available on the College app. The Code forms comprehensive guidelines as to the expected standard of behaviour. This Code is intended to apply to all parents, guardians and volunteers in their attendance, work and communication with the College.

PREFACE

The aim of this Code is to outline the standards of behaviour expected at the College. This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it sets out general expectations of the standards of behaviour required.

General

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the College. The College reserves the right, at its sole discretion, to vary or cancel this Code at any time.

1. What is expected of you as a parent or guardian?

As a parent or guardian of a child at our College, you should be aware of some of the key policies and procedures, such as occupational health and safety and child protection, anaphylaxis, communication, grievances, privacy etc. Many of these are available in the College app; others may be made available to you through contacting our HR Manager, at sachr@sholem.vic.edu.au. If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from the Principal or the HR Manager.

As a parent or guardian of a child at Sholem Aleichem College, you are expected to:

- be familiar and comply with this Code of Conduct and some of the key policies that may apply to you which are located on the College app;
- act honestly, respectfully and in good faith when communicating with others and participating in College activities;
- when acting in volunteer capacity carry out your duties in a professional, competent and conscientious manner, while working under direction of designated staff members;
- work collaboratively with other parents or members of the community; and
- ensure that your conduct both within the College and outside the College (eg. Social media communications) does not damage the reputation of the College.
- when communicating on the class Signal app, emails or social media, keep conversations positive and provide an opportunity to receive information quickly, efficiently and respectfully (keep communication to essential information rather than casual chatter or gossip). Criticisms or arguments will not be tolerated and the College may intervene to stop this behaviour.

2. What happens if the Code of Conduct is breached?

As a parent or guardian and a member of the College community you have a responsibility to behave respectfully at all times.

2.1 The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.

2.2 Where the breach relates to your child, the first report should be made to the child's teacher. However, the Principal should be informed of all serious breaches of this Code of Conduct and where the teacher is not able to resolve the situation. (ie. On the parent Signal app).

2.3 Factors the College may consider when deciding what action to take may include:

- (a) the seriousness of the breach;
- (b) the likelihood of the breach occurring again;
- (c) whether the parent or guardian has committed the breach more than once;
- (d) the risk the breach poses to employees, students or any others.

Actions that may be taken by the College in respect of a breach of the Code include management or remedial action, a warning or a decision not to allow the parent or guardian to continue to be present on the parent platform or work at the College if volunteering. The College will reserve the right to determine in its entirety the response to any breach of this Code.

3. CHILD PROTECTION

3.1 As a parent or guardian of a child at our College, you must report to the Principal:

- (a) any concerns that you may have about the safety, welfare and wellbeing of a child or young person;
- (b) any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
- (c) any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you;
- (d) if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'; and
- (e) If you volunteer at the College, if you become the subject of allegations of 'reportable conduct' whether or not they relate to your volunteering at the College.

You should refer to the College's Child Protection Policy, available on the College app for further information about these obligations.

3.2 Broadly, 'reportable conduct' includes:

- (a) any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence); or
- (b) any assault, ill-treatment or neglect of a child; or
- (c) any behaviour that causes psychological harm to a child, whether or not the child consents.

3.3 Reportable conduct does not extend to:

- (a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
- (b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures.

For further information about 'reportable conduct' see the Child Protection Policy.

4. RESPECT FOR PEOPLE

4.1 The College expects employees to treat each other with respect and courtesy. Our daily interaction with others reflects on the College's reputation. Therefore, all members of the College community are expected to be courteous to all students, other parents, employees and members of the community.

4.2 Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation is unacceptable. You must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.

4.3 You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent.

5. VOLUNTEERS

5.1 Volunteers working with the College must be aware of this Code and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with the conduct set out in this Code may result in the engagement of a volunteer being terminated.

5.2 All volunteers must have a valid and current Working with Children Check Card prior to commencing work at the College. Should a negative assessment notice be issued at any time, the engagement of the volunteer will be terminated.

5.3 When volunteering, you should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.

5.4 You should be familiar with and comply with the College's abridged Emergency Management Plan (EMP) available by contacting the Assistant Principal, Con Roubos.

Physical contact with students

5.5 Volunteers must not impose physical punishment on a student in the course of their volunteering duties.

5.6 When physical contact with a student is a necessary part of the learning experience, in line with the Child Protection Policy (CPP), adults must exercise caution to ensure that the contact is appropriate and acceptable. Agreement and/or permission should be sought from the student by asking for a volunteer if necessary to demonstrate a particular activity.

5.7 When congratulating a student, a handshake, high five, pat on the shoulder or back are acceptable. A brief hug is only acceptable if the student initiates the contact. Where the volunteer feels a brief hug might be warranted in a given context, the consent of the student must be sought first, and the hug must occur in the presence of other students or staff.

Relationships with students

5.8 Volunteers must not have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is consensual or non-consensual or condoned by parents or caregivers. You are reminded of the law prohibiting sexual relations with a person under the age of consent (16 years).

5.9 At all times when speaking with students care must be taken to use appropriate language. Students should be treated with respect and without favouritism. Sarcasm, derogatory remarks, sexual innuendo or offensive comments or material are all deemed inappropriate. Volunteers must be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of their behaviour.

Occupational Health and Safety

As a volunteer, you must:

- (a) not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- (b) not consume alcohol, illegal drugs, non-prescribed and/or restricted substances while at work;

- (c) notify your supervisor or Principal if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
- (d) take action to resolve any alcohol or other drug-related problems that you have; and
- (e) consult with your supervisor or Principal if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs & Alcohol

As a volunteer, **you must not:**

- (a) have illegal drugs in your possession while at work. Any illegal drugs found on College property or in the possession of any person on College property may result in disciplinary action including the termination of your employment and referral to the Police;
- (b) give students or other employees illegal drugs or restricted substances, or encourage or condone their use; and
- (c) supply or administer prescription or non-prescription drugs to students unless authorised to do so.
- (d) take alcohol to the College or consume it during College hours or at any College function at any time students are present, including those events conducted outside College premises unless expressly permitted to do so by the Principal
- (e) purchase alcohol for, or give alcohol to, any student (or to any other person under the age of 18 years);
- (f) encourage or condone the use of alcohol by students of any age during educational activities;
- (g) store alcohol onsite.

Tobacco

Smoking is not permitted in any College buildings, enclosed area or on College grounds. This includes all buildings, gardens, sports areas, cars and car parks.

Record Keeping

All volunteers have a responsibility:

- (a) to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and
- (b) to capture or store records in the College's record systems.

Volunteers must not destroy or remove records without appropriate authority.

Supervisors have a responsibility to ensure that the volunteers reporting to them comply with their records management obligations. Employees must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

Communication

Volunteers are required to comply with the College's Communication Policy.

You should be mindful of confidentiality when in discussions with other parents or members of the community.

Volunteers should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Principal in the context of grievance resolution.

Confidential information

As a volunteer, you must only use confidential information for the work-related purpose it was intended. Unless authorised to do so by legislation, you must not disclose or use any confidential

information without the express permission of the Principal. Volunteers must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

Privacy

Sensitive and personal information should only be provided to people, either within or outside the College, who are authorised to have access to it. Generally, information should be limited to those who need to know, in order to conduct their duties, or to those who can assist in carrying out the work of the College because of their expertise.

6. REVIEW

This Code of Conduct will be reviewed on an annual basis.

7. AUTHOR

The HR Manager, Respectful Relationships Committee and the Principal are responsible for writing and revising the statements made herein.