



VILLANOVA COLLEGE



VOLUNTEER CODE OF CONDUCT

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Villanova College is a Catholic School for boys where education is the formation of the whole person within a faith community. Our staff, parents and students both past and present contribute their gifts and talents towards the development of young men of Gospel values who seek the common good.

The College is committed to maintaining a child safe environment at all times. A significant part of compliance in this area is the requirement of all volunteers to contribute and to understand the safety requirements of our community. We appreciate the generous contribution of time and support volunteers give to our Augustinian community.

Villanova College requires all volunteers to maintain a high standard of personal and professional conduct and to comply with applicable College policies and procedures, including this Code. Volunteers must report any conduct they witness by others engaged by the College that is not in keeping with this Code or other College policies.

Unless directed by an authorised Villanova employee in charge of the activity you are engaged with, it is your responsibility to travel and arrive at each of these sites on your own accord.

GENERAL EXPECTATIONS

While volunteering or delivering services to Villanova College, including at activities at other locations that are related to the College in any way, volunteers are expected to:

- accept the Catholic education philosophy of the College and avoid, whether by volunteering and support, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Augustinian community.
- hold a current Blue Card or Exemption Card - Blue Card Services Applicant Portal
- treat students, staff and others at the College with dignity, courtesy and respect, avoiding behaviour that could be considered offensive, obscene, bullying, harassment (including sexual harassment), discrimination or abuse
- exercise due care, diligence and honesty in all activities, acting with integrity and in the best interests of the College
- respect cultural diversity and different family structures, and treat all members of the community with consideration and fairness
- take reasonable care for the safety and welfare of students, others and themselves, following all College safety procedures (including sign-in, emergency, and evacuation or lockdown procedures)
- comply with the lawful and reasonable directions of authorised staff members
- dress appropriately for the activities undertaken, ensuring attire is safe, modest and suitable for the College environment;
- use College resources, intellectual property, information and equipment responsibly and only for College purposes, returning all property when service ends;
- respect the privacy and confidentiality of others, not disclosing or using private, personal or confidential information of others unless required by law or College policy
- comply with all applicable laws and promptly notify the Principal if there is any matter relating to them that could lead to a criminal conviction
- declare any actual or perceived conflicts of interest to the Human Resources Manager (for example, benefitting the private business of the volunteer or the family and friends of the volunteer)
- never smoke or vape at the College or within a five metre boundary of College land



- never use, possess or be under the influence of alcohol or illegal drugs while on College property
- never condone the use of, or provide smoking products, drugs or alcohol to students.
- agree that you will provide volunteering services without a remunerative salary for such services
- agree that you are not eligible for any College employment benefits;
- acknowledge that an employment relationship with the College does not exist

Villanova College has zero tolerance for all forms of child abuse and is committed to Child Safety and implementing and adhering to the Child Safe Standards. Our commitment is based on our values of humility, interiority, community, restless search for truth and ongoing conversion. We are committed to and promote the safety, wellbeing, inclusion, participation, and empowerment of all children, including Aboriginal and Torres Strait Islander children, children with disability, and children from culturally diverse backgrounds.

Child Safety is the responsibility of every member of the community. Villanova College has a responsibility to understand and communicate the important and specific role staff and volunteers hold regarding Child Safety, to ensure that the safety and wellbeing of all children and young people is maintained.

Our Child Safety policies, strategies and procedures are inclusive of the needs of all children. The College respects, supports, values, and recognises the diverse needs and contributions of all students.

Volunteers should report promptly to the Principal or his delegate any illegal activities or concerning behaviour of others.

Where volunteers have roles involving student contact, they:

- must act appropriately and professionally at all times in any interactions with students, both in person and online, and including outside school hours, to ensure that they maintain professional boundaries and are a positive role model for students
- must take reasonable steps to prevent abuse and harm to students and respond appropriately to concerns or complaints about harm (either at or outside of the College) in accordance with Villanova College Student Protection Policies and Processes.

To be clear, all concerns must be reported to the Principal or one of the College's other Student Protection Contacts (SPC) immediately. The names of the SPCs are available on the College's website and are displayed on posters located throughout the College.

Volunteers should not misrepresent or act outside of their level of competency. Volunteers should contact their Line Manager or a member of the Leadership Team if they feel that they are in a situation which they cannot manage or which is beyond their role and responsibility.

PROFESSIONAL BEHAVIOUR WITH STUDENTS

Volunteers must meet the following professional behaviour standards and boundaries with students at all times:

Physical Boundaries

Volunteers must respect physical boundaries with students.

Physical contact is permitted only if the physical contact is appropriate and reasonable for the support, care or management of the student (e.g. to demonstrate an action or skill to a student).

Physical interventions (including restraint or removal of a student) are only appropriate as a measure of last resort to ensure safety and protection and are restricted to occasions when the student or other persons are being harmed or at risk of imminent harm (harm to property is not a relevant consideration. The physical intervention and force used must be reasonable in the circumstances.



Volunteers must respect and respond to the physical needs of students (e.g. allowing toileting or accommodating dietary requirements).

Emotional boundaries

Emotional boundaries are in place to protect the feelings, emotional needs and wellbeing of students and determine the nature of appropriate relationships.

Volunteers must ensure that they respect emotional boundaries. This may include, but is not limited to, not using unprofessional criticism, shaming, embarrassing or humiliating students or making overly familiar or personal commentary.

Behavioural boundaries

Volunteers must not develop a relationship with a student that is or can be seen to be overly personal. All students must be treated consistently without inappropriate familiarity or in ways that favour the student (e.g. spending 'special time' with a student, giving gifts, sharing secrets).

Where a personal relationship exists (such as a family relationship), it must be declared to the Principal or Line Manager at the earliest opportunity.

Volunteers are required to minimise spending time alone with a student. If one on one contact is required, steps must be taken to ensure they are visible to others.

Volunteers must never drive students or visit students at home without appropriate authority from the parents/carers and the Principal.

Any social media, email or phone communication with students must form part of an approved school based process for communication. It should never be used for social or personal communication.

Volunteers must not use their personal camera, personal mobile phone or personal video recorder to photograph or record images of students, unless they have obtained the prior approval of the parents/carers and there is a justifiable and appropriate context. Volunteers must not post any photographs or video in relation to students, unless they have obtained the express permission of the Principal.

It is never appropriate to supply alcohol or other substances to a student (e.g. unauthorised medication, tobacco, vapes, illicit drugs).

Cultural Safety

Volunteers must respect and celebrate each student's cultural identity, background, and beliefs, and avoid assumptions, stereotypes, or actions that may undermine a student's sense of belonging, dignity, or cultural safety.

Inappropriate Relationships and Sexual Misconduct with Students

Volunteers must not engage in an inappropriate relationship or sexual misconduct with a student, staff or other volunteers. A personal relationship with a student may constitute an inappropriate relationship.

Romantic or sexual relationships with students are never appropriate and may not be appropriate in respect of other members of our community. It is irrelevant whether the relationship is lawful, consensual or condoned by parents/caregivers. Any romantic or sexual advances by a student must be discouraged and rejected and immediately reported to the Principal.

Sexual abuse or likely sexual abuse of a student will be reported by the school to the Queensland Police Service in accordance with the College's Student Protection Processes.

Any reasonable suspicions or allegations of a sexual or romantic relationship with a student, of grooming behaviour, or of other concerns may be reported as child sexual abuse.



Other concerns may include:

- 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 romantic or sexual feelings for the student or any other person
- holding conversations of a personal nature with a student where disclosures of private or personal information about themselves are made
- flirting with a student
- using obscene language or gestures of a sexual nature.

If volunteers have any questions or need to access support, they are encouraged to discuss the matter with the Human Resources Manager, their Line Manager, a Student Protection Contact or a member of the Leadership Team.

You are under no obligation to provide any volunteer services to the College and are free to discontinue volunteer activities at any time. The College may discontinue any volunteering agreement and/or arrangement at any time without cause or prior notice and at its sole discretion.

