

# PADUA COLLEGE



## CODE OF CONDUCT FOR VOLUNTEERS AND OTHER PERSONNEL

College Policy	
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## **RECTOR'S MESSAGE**

*"Jesus welcomed the crowds, spoke to them about the Kingdom of God, and healed those who needed it."* Luke 9:11

Guided by Gospel values and inspired by the work of St Francis, we are entrusted to build the Kingdom of God through our work at Padua College. We are proudly a Catholic school community, in which the Gospel values of joy, courtesy, respect, simplicity, and peace are fostered through our daily interactions with all in our community.

This Code of Conduct applies to all who work or volunteer at Padua, so that we act and work in line with these core values. The code is clear about the standard of behaviour required around maintaining professional boundaries, safe work practices and the standards of professional conduct required to ensure that our community is a safe and productive place for everyone. We are all required to avoid, whether by word, action or known lifestyle, any influence upon students that is contrary to the teaching and values of the community.

We all value the community in which we work and through our daily actions we are called upon to show others that we are connected to our College mission. We are all called to provide a supportive community focused on the dynamic education of young men, whose individuality, spirit, and achievements are nurtured through a proud Catholic and Franciscan ethos.

My best wishes as we share this important and blessed work in enacting this mission.

Peter Elmore  
**College Rector**

## **1. Statement of Commitment**

Padua College is committed to the safety and wellbeing of all students. Padua College respects and values the dignity, self-esteem and integrity of every child and young person, based on our Christian belief that every person is made in the image of God and children and young people are entrusted to us by the love of God.

## **2. Purpose of the Code**

Volunteers and other personnel make a highly valuable contribution to Padua College. Volunteers and other personnel play an important role in creating a safe, supportive and positive learning environment within the College.

This Code of Conduct (The Code) sets out the responsibilities and standards of behaviour required of all volunteers and other personnel working at Padua College.

In this Code, 'volunteers' includes any person who performs work on a voluntary basis at the College without a contract of employment or payment. 'other personnel' includes people who use Padua property and facilities to provide a service or instruction to students and are not Padua employees, for example, sport coaches, allied health staff and external consultants.

Volunteers and other personnel are required to comply with this Code and complete all required training in relation to this Code.

## **3. What happens if there is a breach of the Code?**

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

#### **4. General Expectations**

While working or volunteering at the College, volunteers and other personnel are expected to:

- act in accordance with the Catholic ethos and core values of the Catholic Church
- treat students, staff and others at the College with dignity, courtesy and respect, and avoid behaviour that might be offensive or obscene or which may amount to bullying, sexual harassment, discrimination or abuse
- exercise due 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 safety procedures which are required by the College, including using the visitor sign in and emergency procedures
- comply with the lawful and reasonable directions of appropriately authorised staff members
- dress appropriately for the activities they are involved in at the school
- use College resources, intellectual property, information, and equipment responsibly and with due care for their work at the College and return all property and resources to the College when they cease work at the College
- respect the privacy and confidentiality of others and not disclose or use the private, personal or confidential information of students, staff or parents/carers (unless required by this Code or the Law)
- comply with all applicable laws and notify the Rector if there is any matter relating to them such as an investigation, charge, bail or other proceeding which could lead to a criminal conviction
- declare any conflicts of interest or potential conflicts of interest to the Rector; for example, benefiting the private business of the Volunteer or Other personnel or the family and friends of the Volunteer or Other personnel
- never smoke at the College or within a five-metre boundary of College land
- never use, possess or be under the influence of alcohol or illegal substance on College property
- never condone the use of, or provide smoking products, illegal substance or alcohol to students.

Volunteers and other personnel should report promptly to the Rector any illegal activities or concerning behaviour of others, including College staff, volunteers and other personnel.

Volunteers and other personnel should work only according to his/her level of competency. Volunteers and other personnel should contact the College office for assistance (or the Rector) if they feel that they are in a situation they cannot manage or which is beyond their role and responsibilities.

## **5. Safety and Wellbeing of Students**

Padua College is committed to the safety and wellbeing of all students and the protection of students from harm and abuse. Volunteers and other personnel 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 and other personnel become aware of, or reasonably suspect that, harm to a student has occurred or is likely to occur (either at school or outside of school), this concern must be reported to the Rector or one of the College's Student Protection Contacts (SPC) immediately. The names of the SPC's are found on the student safety posters which are displayed around the College and advised to you at the time of induction. If the posters cannot be located, the volunteer or other personnel should seek this information from a staff member at the College.

## **6. Professional Behaviour with Students**

Volunteers and other personnel must maintain appropriate physical, emotional and behavioural boundaries in their interactions with students. Volunteers and other personnel may make physical contact with a student only if the physical contact is appropriate and reasonable for the support, care or management of a student. For example, a music teacher or sports coach may demonstrate an action or skill to a student.

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

Emotional boundaries are in place to protect the feelings, emotional needs and wellbeing of students and determine the nature of appropriate relationships. Volunteers and other personnel must ensure that they respect emotional boundaries including not using unprofessional criticism, shaming, embarrassing or humiliating students or making overly familiar or personal commentary.

Volunteers and other personnel 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).

Volunteers and other personnel are required to minimise spending time alone with a student. If one on one contact is required, steps must be taken to ensure the student and the volunteer and other personnel are visible to others. Volunteers and other personnel must never drive students or visit students at home without appropriate authority from the parent/carers and the Rector.

Any social media, email or phone communication by volunteers and other personnel with students must form part of an approved College based process for communication. It should never be used for social or personal communication.

Volunteers and other personnel 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/guardians and there is a justifiable and appropriate context. Volunteers and other personnel must not post any photographs or video in relation to students, unless they have obtained the express permission of the Rector.

## 7. Support and Questions

If volunteers or other personnel have any questions or need to access support, they are encouraged to discuss the matter with Rector or another member of the Padua College Leadership Team.

College Leadership Team are:

Peter Elmore	Rector	3857 9999	<a href="mailto:pelmore@padua.qld.edu.au">pelmore@padua.qld.edu.au</a>
Kristy Watkins	Vice Rector Pastoral Care	3857 9999	<a href="mailto:kwatkins@padua.qld.edu.au">kwatkins@padua.qld.edu.au</a>
Simon Stower	Vice Rector Staff and Administration	3857 9999	<a href="mailto:sstower@padua.qld.edu.au">sstower@padua.qld.edu.au</a>
Jason Pacey	Vice Rector Teaching and Learning	3857 9999	<a href="mailto:jpacey@padua.qld.edu.au">jpacey@padua.qld.edu.au</a>
Michael O'Brien	Vice Rector Formation	3857 9999	<a href="mailto:mobrien@padua.qld.edu.au">mobrien@padua.qld.edu.au</a>
Barry Keegan	Business Manager	3857 9999	<a href="mailto:bkeegan@padua.qld.edu.au">bkeegan@padua.qld.edu.au</a>

Student Protection contacts are:

Peter Elmore	Rector	3857 9999	<a href="mailto:pelmore@padua.qld.edu.au">pelmore@padua.qld.edu.au</a>
Kristy Watkins	Vice Rector Pastoral Care	3857 9980	<a href="mailto:kwatkins@padua.qld.edu.au">kwatkins@padua.qld.edu.au</a>
Sally Maguire	Student Counsellor	3857 9972	<a href="mailto:samaguire@padua.qld.edu.au">samaguire@padua.qld.edu.au</a>
Brendan Downes	Head of Junior School	3857 9912	<a href="mailto:bdownes@padua.qld.edu.au">bdownes@padua.qld.edu.au</a>
Aimee Asimus	House Guardian	3857 9926	<a href="mailto:aasimus@padua.qld.edu.au">aasimus@padua.qld.edu.au</a>
Chris Webb	Pastoral Guardian	3857 9932	<a href="mailto:cwebb@padua.qld.edu.au">cwebb@padua.qld.edu.au</a>