

# Visitor Code of Conduct

---

## **A Code of Conduct for Parents, Visitors, Guest Speakers, Facilitators, Workshop Presenters, Tutors and Coaches**

St Columba Anglican School aims to develop and maintain a safe and secure learning environment for all students, visitors and staff. The School expects all staff and visitors to act in the best personal and educational interests of every child and to treat all students equally with appropriate courtesy, sensitivity, tact, consideration and humility. This Code of Conduct, which has received the support of the school's Parents & Friends Association, has been developed to help achieve this goal.

Please read this Code of Conduct thoroughly and observe all School policies and directives when fulfilling the visitor's role. To ensure our children's safety your signature is required on the Code of Conduct for Visitors Declaration as your agreement to abide by the expectations described below.

### **General Principles**

Volunteers need to be aware of the limitations of the capacity in which they volunteer – e.g. unless notice has been given and approved by the School a volunteer should not offer advice or assistance to students in an area outside the area in which they volunteered to work. St Columba Anglican School visitors will:

- Observe normal school procedures regarding the day-to-day running of the school as set out on Explain SCAS.
- Observe the school's discipline procedures and procedural fairness policy as set out on Explain SCAS, including the proscription of any form of corporal punishment.
- Refer all discipline matters to the staff member responsible for their assigned activity in the first instance.
- Not implement any significant departures from the prescribed activity for which they have volunteered.
- Will conduct themselves in a manner and use language that is appropriate and of a high standard at all times.
- Endeavour to learn the first names of all students with whom they work, and will normally expect students to call them by their formal title (e.g. Mr or Mrs Smith, etc).
- Dress in presentable clothes (or those suitable for the activity) that reflect the staff level of dress.
- Will not attend the School site if under the influence of alcohol or non-prescription drugs.
- Encourage and provide support to all students equally.
- Share their time equitably with their students according to their needs and in a way which reflects the teacher's preferred organisation of the classroom.
- Not counsel students on personal issues.
- Discuss information relating to the wellbeing of a student with the staff member responsible for that student or activity, observing the student's right to confidentiality at all times. In the case of Secondary School this would normally be the Head of School who may then decide to report to the Principal.
- Avoid discussing any aspect of personal information relating to a student, staff member or another volunteer with any third party, including family members of either the volunteer or the student concerned.
- Observe principles of confidentiality in relation to all aspects of the School's operation – no school documents or processes should be shared with or discussed with any third party, including family members.
- Only to undertake the tasks requested of me.

Volunteers are welcome to make suggestions and recommendations about the processes in which they are involved to the staff member in charge of the activity.

### **Child Protection**

All St Columba Anglican School visitors will:

- wear or show appropriate identification;
- use only staff bathroom facilities;
- maintain confidentiality outside of school;
- share concerns about student welfare or safety with the staff member responsible for the activity, or if this is not possible, with the appropriate Head of School;
- always provide a safe environment where all participants can be sure that boundaries will not be violated;
- report cases of suspected child abuse directly and only to the teacher in charge of the activity for which they have volunteered. The law requires all cases of suspected child abuse to be reported.

### **Practical Tips**

- Avoid being alone with individual students in any circumstance. At least two adults should be present when there is only one minor, and at least two minors should be present when there is only one adult.
- Ensure any one-on-one work with a student is conducted in a public area or in a visible area such as in an office with an interior window or an open door so that another adult or youth can be present outside the room as a witness.
- Maintain suitable sight lines, leaving doors and blinds open if working in a withdrawal room or other confined space.
- Do not accept expensive gifts from a student or give expensive gifts to a student.
- Avoid, during excursions or sports activities, being the only adult in a bathroom, shower room, locker room or other dressing areas whenever students are using such facilities. If visitors need to monitor the area or deal with discipline they must take care to leave the door ajar or to call for another teacher or visitor to assist.
- Avoid comments of a sexual nature and refer any questions of this type from a student to the teacher in charge.
- Never touch a student other than to provide first aid.
- Do not administer any medication to students.
- Avoid contacting students outside of school hours by telephone, email or any other means.
- Do not seek the telephone numbers, home addresses, e-mail addresses, personal webpage, social media contact or any other contact information of students for any purpose unless required as part of your role as a visitor, and then only with direct approval from the School and the appropriate parent/s.
- Do not use or distribute in print or electronic form any student photographs or personal information about students.
- Should a child with whom you are working disclose any information that may indicate a case of child abuse, refrain from asking leading questions. Do not attempt to investigate. Report the matter directly and only to the teacher in charge of the activity for which you are undertaking. If he/she is not available see the Head of School or the Principal.
- Co-operate fully with all appropriate authorities in any investigation of abuse of any student.

## General

All St Columba Anglican School Visitors will:

### *Communication*

- Sign in immediately upon arrival at the School Office and sign out on departure.
- Wear appropriate identification badges (as issued from the School Office).
- Participate in effective two-way communication and give clear instructions wherever appropriate.
- Practice effective listening and respect constructive feedback.
- Seek advice from the staff member responsible for the activity whenever appropriate.
- Give honest, constructive feedback to, and value the input of, students, staff and other visitors.

### *Health Guidelines*

It is absolutely vital that we take all steps possible to ensure the health and safety of our students, staff and wider SCAS community.

The following guidelines are in place for all members of our community:

- Visitors who are unwell with any cold or flu symptoms (e.g. fever 37.9 or higher, sore throat, congested or runny nose, cough or acute respiratory symptoms, muscle or body aches, nausea or vomiting, diarrhoea) must stay home until they are completely symptom-free without the use of fever-reducing or other symptom altering medications (e.g. cough suppressants, analgesics or cold and flu medication). If you have any of these symptoms, please do not come on to the campus.

### *Equity and Diversity*

- Value others irrespective of race, religion, colour, age, gender or belief.
- Respect the cultures, beliefs, opinions and decisions of others.
- Treat all students, staff and visitors as unique individuals and respond to their beliefs, opinions, knowledge and experiences with appropriate courtesy, sensitivity, tact, consideration and humility.
- Use appropriate language that will not offend students, staff and other visitors.
- Actively discourage bullying, victimisation or demeaning humour by reporting to the responsible staff member.

### *Leadership and Discipline*

- Act in a responsible manner that observes the visitor's duty of care at all times, taking pride in all tasks undertaken.
- Refer all matters of concern to the supervisor of the activity. If the immediate supervisor is not available please refer the matter to the Head of School.

### *Loyalty*

- Support, be faithful to and honour the integrity of the School and its mission.
- Foster an environment which promotes well being, happiness, health and trust in keeping with the ethos of schools in the Anglican Diocese of Grafton.

### *Safety*

- Put the safety of all students, other visitors and staff first in all their activities.
- Observe their duty of care to themselves and others.
- Follow all procedures to the best of their ability at all times.
- Promote healthy and safe work practices.
- Visitors are required to wear appropriate footwear when on the school site. Footwear which is suitable for the general school environment means enclosed shoes, which are flat with a minimal heel, that have a good grip and fit well.
- Report all injuries, illnesses, accidents and near misses immediately to the staff member responsible for the activity.
- Recognise, that in the use of specialised equipment, training is fundamental to its safe operation.
- Make themselves aware of the School's emergency evacuation and lockdown/lockout procedures.

### *Interaction with others*

- Recognise and congratulate achievement.
- Exercise self control in their individual behaviour.
- Avoid the use of profanity or vulgar humour.
- Seek advice from the staff member in charge of the activity whenever needed.
- Recognise our limitations and those of others.
- Believe in doing a job the right way and with appropriate enthusiasm that models and nurtures enthusiasm.
- Visitors are asked to put mobile telephones in "silent/vibrate" mode so as not to disrupt or distract from activities, especially during Chapel and Assemblies.
- Please note that tobacco, alcohol, illegal drugs, weapons and inappropriate videos, reading materials or other objects are not permitted on the school grounds.

### *Welfare*

- Value our role in ensuring the safety, privacy and confidentiality of all students, staff and other visitors.
- Use positive reinforcement rather than criticism, competition or comparison when working with students.
- Take care of, respect and support each other.

### **Cross Reference/Related School Documents**

1.	Child Protection Policy
2.	Child Protection Complaints Management
3.	Child Safe Code of Conduct

### **Review and Circulation**

<b>Responsible Area</b>	School Executive
<b>Version</b>	1
<b>Approved by</b>	School Executive
<b>Effective Date</b>	22.07.2024
<b>Review Date (every 2 years)</b>	22.07.2026
<b>Publication</b>	School Website / Portal – Explain SCAS / Staff Handbook