



Volunteers & Visitors Code of Conduct

Version 2.4

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Monitored by	RCC Board
Review by	Principal
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Version History

Version	Date	Notes
Draft 1.0	17-08-15	Draft Document for Board Approval
Draft 2.0	04-09-15	Draft Document for Board Approval
2.1	02-11-2015	Reviewed and Adopted
2.2	June 2017	Amended to include volunteers and confidentiality with photos/videos; Mission Statement updated
2.2	Jan 2020	Reviewed – no changes.
2.3	July 2023	Scheduled review. Updated Mission Statement & Policy references.
2.4	March 2025	Renamed Volunteers & Visitors Code of Conduct;

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Our Vision

A Christ centred learning community exploring and impacting on God's world.

Mission

To assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, academically rigorous and culturally relevant education that instils a sense of identity, purpose and hope in students that equips them to live for God's glory.

Important related documents:

Richmond Christian College Child Safe Framework
Richmond Christian College Work Health & Safety Policy

1 INTRODUCTION

Richmond Christian College welcomes the many volunteers and visitors to the School and values their contributions. The Code of Conduct for Volunteers and Visitors is to ensure that the School is a safe and productive environment for children and staff, as well as other visitors to the site.

The partnership of parents, wider family and community members is integral to the School's vision and mission. The cooperation of volunteers and visitors is essential in supporting the values and standards of the School and strengthening the School community.

2 CHRISTIAN RATIONALE

Behaviour which is acceptable in the School reflects the love and compassion of Jesus and His treatment of all people with dignity and honour. Do to others as you would have them do to you. (Luke 6:31)

Visitors to the School are requested to comply with behaviour that demonstrates respect for other people and for the authority of the School and sets a Christ-like example for students.

3 PURPOSE OF THIS DOCUMENT

This document sets out guidelines for the harmonious inclusion of volunteers and visitors into the life of the School, including the provisions of the Inclosed Lands Protection Act (1901).

This Code of Conduct is to ensure that everyone who visits the school site is able to do so in a safe and harmonious manner. The aim of the Code is to ensure that students, staff, volunteers and other visitors are supportive of the school's vision and goals and that their behavior models their support to the students.

4 WHO MUST COMPLY WITH THIS DOCUMENT

The School's Principal is responsible for ensuring:

- all volunteers and visitors must comply with the Code of Conduct set out in this document.
- all relevant people are aware of the requirements of the Code.

5 CODE OF CONDUCT FOR VOLUNTEERS AND VISITORS

Volunteers are valued and are welcome in the school. Volunteers must sign and return the Code of Conduct to indicate their agreement and provide a current Volunteer Working with Children Check clearance which will be verified with the Office of the Children's Guardian.

Volunteers and visitors are expected to:

- Support the school in accordance with the School's Statement of Faith
- Treat all persons associated with the school with respect and courtesy.
- Maintain confidentiality about all students' behaviour and academic progress.
- Maintain confidentiality about all student photographic/video records; not reproducing or keeping any photographic or video media without the Principal's permission.
- Respect and support staff in their role within the school.

Richmond Christian College is committed to implementing the Child Safe Standards and has the following expectations of behaviours and boundaries for all volunteers and visitors working within our school community.

They will:

- Behave as a positive role model to students.
- Be vigilant and proactive with regard to student safety and child protection issues.
- Treat all students with respect.
- Use positive and affirming language towards students.
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students.
- Report concerns about child safety to the Principal or his delegate.

They won't:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Use prejudice, oppressive behaviour or inappropriate language in the presence of students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in unnecessary physical contact or behaviours with students.
- Engage in any form of behaviour that has the potential to cause a student physical, emotional or psychological harm.
- Engage in personal communications with a student through any medium, including online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student.

The provisions of the Inclosed Lands Protection Act (1901) and its Amendments will be followed if any of the following occur:

- actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities.
- behaviour in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors.
- use of offensive language in the presence of students, staff, parents or other visitors to the school.
- any interruption to the learning environment of the school such as entering classrooms without permission.

The cooperation of all volunteers and visitors to the School is essential in maintaining a safe and happy learning environment.

I, (Full Name)acknowledge I have read and agree to comply with the Volunteers and Visitors Code of Conduct.

My Working with Children Check No is

Date of birth (for WWCC verification purposes only):/...../.....

Signed: _____ Date: _____