



**LOURDES HILL COLLEGE**

A School of *Good Samaritan Education*

# CODE OF CONDUCT FOR VOLUNTEERS

## Introduction

Lourdes Hill College values the contribution of all members of the school community in volunteering their time and effort. This Code of Conduct seeks to affirm the standards of behaviour that is expected of our volunteers to ensure assist Lourdes Hill College in providing a safe and positive environment.

## Scope

This Code of Conduct applies to all volunteers engaging in volunteer activities at Lourdes Hill College.

## Our Volunteer Guidelines

It is expected that volunteers and other personnel abide by the following principles:

- always ensuring the safety and well-being of students and the College community
- engagement with students, families, staff members, volunteers and others is respectful and supportive
- demonstrate a commitment to the mission and vision of the College
- respecting privacy and confidentiality of students, families, staff members, volunteers and other personnel always
- always ensuring compliance with all applicable Australian Laws

It is expected that all Lourdes Hill College volunteers and other personnel adhere to principles and practices of student protection as a fundamental responsibility.

## Our Vision, Mission and Values

### Our Vision

Empowering generations of young women to be a transforming Benedictine presence in our world.

### Our Mission

Lourdes Hill College educates young women to embrace life and a passionate love of learning in a nurturing, inclusive and innovative Catholic learning community. We equip each person to reach their potential and boldly embody Benedictine values, listening actively with the 'ear of the hear'. <sup>RB1</sup>

### Our Values

From the miracle of Lourdes, we derive hope, recognising the potential for growth, transformation, and healing in every individual. Inspired by the timeless wisdom of The Rule of Benedict, our values of Stability, Balance, Stewardship, Love of Neighbour, Peace, Community, Listening, Hospitality, Respect and Justice go to the very heart of the Gospel message exemplified by the story of the Good Samaritan.



## Our Standards of Behaviour

It is expected that volunteers and other personnel will behave in a manner that is consistent with the principles outlined in this Code of Conduct. This includes:

- exercising due care and diligence in the performance of duties at the College or whilst representing the College
- always modelling appropriate behaviour
- promoting the safety, welfare and well-being of students, staff and the College community
- dressing appropriately for volunteer activities being performed
- taking reasonable instruction from staff and not obstructing College staff in the execution of their duties
- ensuring College equipment and resources are used in an appropriate manner
- working only within the limitations of the role/activity and acknowledging the requirement to seek guidance from College staff where appropriate
- reporting all concerns to an appropriate staff member, such as the Principal or a Student Protection Contact Officer
- declaring any conflicts of interest or potential conflicts of interest to the Principal

Volunteers and other personnel must not engage in any form of inappropriate behaviour towards a student or any member of the College community. Examples of these behaviours include (but are not limited to):

- harassing, bullying or discriminating against another person
- swearing or other use of profanities
- any and all forms of sexual behaviour, including sexual jokes or innuendo
- physically pushing or shoving a student
- using threats, intimidating or demeaning a student
- showing favouritism to certain students

The following activities are strictly prohibited:

- smoking, vaping or using tobacco products;
- use, possess, or be under the influence of alcohol;
- use, possess, or be under the influence of illicit drugs; or
- use this position to take advantage of any young person
- engage in any behaviour that may cause harm to a young person



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## Student Protection

Volunteers and other personnel are required to read and acknowledge our 'Child Protection Policy Summary' which provides the Statement of Commitment to Child Safety and Wellbeing. This document is available on the College website. Lourdes Hill College requires all members of the College Community (staff, volunteers, contractors, external educators, parents/carers and other family members) to report all concerns relating to the abuse, sexual abuse or harm of a child.

If a volunteer has a concern regarding a student, or the behaviour of a staff member or other volunteer, then this must be raised immediately with the Principal or College Student Protection Contacts. If in doubt, a volunteer should always report the concern.

If the Principal, the Student Protection Contact Officers or any other staff member receives information from a volunteer about abuse, harm or inappropriate behaviour to a student, that person is required to follow the appropriate student protection process to ensure the safety and well-being of the student.

## For More Information

Should volunteers or other personnel have any questions or concerns about the interpretation of this Code, they are required to e-mail the Principal at [principal@lhc.qld.edu.au](mailto:principal@lhc.qld.edu.au).