| CRICOS 01488G | **Volunteer and Contractor Code of Conduct** |
|---|---|

This Volunteer and Contractor Code of Conduct outlines expected standards of behaviour for all volunteers and contractors in the School environment towards students. The Code serves to protect students, reduce any opportunities for abuse, grooming or harm to occur, and promote child safety in the School environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

It is the School's policy that any and all objectively observable behaviours that breach the Volunteer and Contractor Code of Conduct is a child safety incident that must be reported internally.

Any breach that meets the threshold for external reporting must also be reported to the relevant external authority.

The School assures protection from victimisation or other adverse consequences if reports are made in good faith.

Our Volunteer and Contractor Code of Conduct is published on our public website.

| **Record of policy development (from 2026)** | | |
|---|---|---|
| **Version** | **Date approved** | **Date for review** |
| 2026/1 | October 2026 | 2027 |

| **Responsibilities and delegations** | |
|---|---|
| **This policy applies to** | ▪ School Advisory Board and SAG Inc members<br>▪ Volunteers<br>▪ Contractors<br>▪ External Education Providers<br>▪ Tertiary students on placement at the School<br>▪ Visitors (including parents/carers when in a School environment or attending a School event). |
| **Specific responsibilities** | Executive |
| **Policy approval** | Governing body |

| **Policy context** – this policy relates to: | |
|---|---|
| **Standards** | NGSR Standard 10 |
| **Legislation** | Children and Community Services Act 2004 (WA) |
| **Contractual obligations** | |
| **School policies** | Child Safe Policy<br>Staff Code of Conduct<br>Volunteers and Visitors Policy |
| **Forms, record keeping, other documents** | People on Campus Procedures |

# 1. Policy

1.1 Statement

The Volunteer and Contractor Code of Conduct applies in all School environments. School environments include both physical and online environments, as well as any environment (including those outside the School's grounds) where School-related activities are occurring.

Each member of the School Community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour:

1.2 Volunteers and Contractors are to:

1.2.1 Comply with applicable guidelines published by the School with respect to child safety.
1.2.2 Uphold and act in accordance with St. Andrew's Grammar Statement of Commitment to Child Safety and Wellbeing at all times.
1.2.3 Behave as a positive role model to students.
1.2.4 Treat all students with respect.
1.2.5 Use positive and affirming language toward students.
1.2.6 Respect diversity of one another.
1.2.7 Promote the safety, welfare and wellbeing of students.
1.2.8 Promote the safety, participation and empowerment of all students.
1.2.9 Encourage students to 'have a say', participate and then listen to them with respect.
1.2.10 Help provide an open, safe and supportive environment for all students to interact and socialise.
1.2.11 Ensure as far as practicable that adults are not left alone with a child.
1.2.12 Be vigilant and proactive regarding student safety and child protection issues.
1.2.13 Call the Police on 000 if you have immediate concerns for a student's safety.
1.2.14 Report any breaches of this Volunteer and Contractor Code of Conduct.
1.2.15 Report concerns about child safety to the Principal and ensure that your legal obligations to report child abuse, grooming or other harm externally are met.
1.2.16 Ensure as quickly as possible that the student involved is safe where an allegation of child abuse, grooming or other harm is made.
1.2.17 Respect the privacy of students and their families and only disclose information to people who have a need to know.

1.3 Volunteers and Contractors are not to:

1.3.1 Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
1.3.2 Engage in prejudicial or oppressive behaviour or use inappropriate language with students.
1.3.3 Discriminate against any student based on characteristics that are protected in anti-discrimination legislation, or express personal views that support or promote such discrimination.
1.3.4 Engage in open discussions of an adult nature in the presence of students.
1.3.5 Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
1.3.6 Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.

1.3.7 Engage in any form of physical violence towards a student including inappropriately rough physical play.
1.3.8 Use physical means or any form of corporal punishment to discipline or control a student.
1.3.9 Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
1.3.10 Develop 'special' relationships with students (for example offering gifts or special treatment for specific students).
1.3.11 Engage in private meetings with a student who is not your own child.
1.3.12 Engage in activities with a student who is not your own child, outside of school hours and without permission from the student's parent/carer.
1.3.13 Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
1.3.14 Wear, use or store smart glasses on the school site.
1.3.15 Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
1.3.16 Post any identifying information online about a student unless it is necessary for the School's activities or you have consent from the student and/or their parent/carer. Identifying information includes things such as the student's full name, age, e-mail address, telephone number, residence, school, or details of a club or group they may attend.
1.3.17 Ignore or disregard any suspected or disclosed child abuse, grooming or other harm.

## 2. Procedures (as at 21/09/2026)

2.1 Volunteers and contractors will provide documentation to the school as prescribed in the People on Campus Procedures.

2.2 The school will provide volunteers and contractors with an induction as prescribed in the People on Campus Procedures.

2.3 Where possible, a copy of the Volunteer and Contractor Code of Conduct is provided to all relevant Volunteers and relevant Contractors prior to them commencing work at the School.

2.4 The Volunteer and Contractor Code of Conduct forms part of the contract between the School and any Direct Contact and Regular Contractors. Therefore, all Direct Contact and Regular Contractors are deemed to have agreed to adhere to the Volunteer and Contractor Code of Conduct on signing the contract or on commencing work at the School.

## 3. Responsibilities

### 3.1 Executive

3.1.1 Ensure the updated Policy is available on website.
3.1.2 Act on reported breaches of Policy.

### 3.2 Person responsible for volunteer/contractor

3.2.1 Oversee provision of the Policy to relevant volunteers and contractors.
3.2.2 Ensure required documentation is provided to the People and Culture Team.
3.2.3 Ensure appropriate induction is carried out.