

John Paul College

Volunteer Code of Conduct

Volunteers have a significant role in the work of the school. Volunteers have an integral part to play in providing a safe and enjoyable environment for young people.

Volunteers are expected to have read and understood the ***John Paul College Child Safety Policy*** and ***Child Safety Code of Conduct***

In addition to these policies, volunteers are expected to promote positive values and behaviours as defined in the Mission Statement of John Paul College.

By way of summary of both documents, volunteers should exemplify the following principles of:

- Respects the dignity of every person
- Fosters wellbeing of young people
- Promotes resilience
- Inspires faith in action
- Acts with integrity
- Fosters inclusivity and community
- Promotes the values of Courage, Perseverance, generosity, compassion, justice and forgiveness

Volunteers should think and act safety:

- Put safety first in all activities.
- Follow the safety procedures outlined in the School's OH&S policies and documents
- If a direct threat is identified, assist in the evacuation of the area and/or situation as quickly as possible.
- Work only according to your level of competency. Contact and report to School Administration when confronted with a situation which you are unable to contend with or is beyond your role and responsibility.

Volunteers should treat students and staff with respect:

- Respect the rights of individuals and maintain an appropriate level of confidentiality.
- Treat everyone with courtesy, sensitivity, tact, consideration and humility.
- Assist in the creation of an environment free of fear, harassment, racism and exploitation.
- Respect the cultures, beliefs, opinions and decisions of others.
- Take instruction from and not obstruct the responsible staff member in any way in regards to the execution of their duties.

- Report any illegal activity to the School's Administration or appropriate staff member.

Volunteers should use appropriate communication skills when engaging with students:

- Acknowledge the needs and concerns of the individual.
- Practice effective listening
- Be aware of the young person's physical space.
- Be aware of your own body language.
- Be clear and consistent.
- Use non-discriminatory respectful and non-judgmental language.
- Seek advice whenever appropriate.
- As a volunteer, you must follow all instructions from the staff and School Administration. You should refer all enquiries to School Administration.

Volunteers must not:

- Smoke or use tobacco products while volunteering and/or on school property.
- Use, possess, or be under the influence of alcohol at any time while volunteering and/or on school property.
- Use, possess, or be under the influence of illegal drugs at any time while volunteering and/or on school property.
- Condone the use of or provided any of the above substances to any students, employees or other volunteers
- Verbally harass or abuse any person or use profanity while volunteering and/or on school property.
- Utilize your position as a volunteer to take advantage of any young person.

Any breaches of this Code of Conduct will be dealt with by the school principal in the first instance and appropriate authorities will be contacted if necessary.

All people volunteering must have read the following documents:

[John Paul College Child Safety Policy](#)

And

[Child safety code of conduct](#)

Both documents can be found via the John Paul College website

References and further information:

John Paul College Child Safety Policy:

[*http://web.jpcvictoria.catholic.edu.au/jpcweb/files/Stories/AboutUs/Child_Safety_Policy_-_Aug_2016.pdf*](http://web.jpcvictoria.catholic.edu.au/jpcweb/files/Stories/AboutUs/Child_Safety_Policy_-_Aug_2016.pdf)

John Paul College Child safety code of conduct:

[*http://web.jpcvictoria.catholic.edu.au/jpcweb/files/Stories/AboutUs/Child_Safety_Code_of_Conduct.pdf*](http://web.jpcvictoria.catholic.edu.au/jpcweb/files/Stories/AboutUs/Child_Safety_Code_of_Conduct.pdf)



JOHN PAUL COLLEGE - MISSION STATEMENT

Inspired by the Gospels' values, John Paul College provides an exemplary and holistic education within the Catholic tradition.

Our community welcomes students and their families from the parishes and communities of the greater Frankston region.

We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience and inspires faith in action.

"WITH HIM IS THE FULLNESS OF LIFE" JN 10:10

Our motto is our vision—the commitment to ensure every member of our community is empowered to achieve success, act with integrity & contribute to the common good—Christian discipleship for a just world.

VALUES

We treasure our spirit of community and the values that flow from it—
courage, perseverance and generosity.

The strength of our House system is anchored in these values and the charism we inherit from the lives of our founders.

Today, we live by our values and animate them within a culture that:

- Respects the dignity of every person
- Is inclusive, compassionate, just and forgiving, and
- Honours the integrity of creation through careful stewardship

