



*Growing · Building · Caring*

# Volunteers' and Contractors' Code of Conduct

*Our Vision*

Creating an educational community that is being transformed by the truth of God's Word, nurturing and equipping each person for life.

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Volunteers' and Contractors' Code of Conduct v2024.2

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## Document Control

### POLICY REVIEW

This code may be reviewed periodically and republished; as applicable. The Principal may issue additional instructions within the code as appropriate. The code will also be reviewed on bi-annual basis.

**Updated:** January 2024 by College Executive Team

**Implementation date:** January 2013

**Approved by:** GBC Board

**Next review:** January 2026

AMENDMENT		DATE	DESCRIPTION OF AMENDMENT
Page	Version		
ALL	2024.1	16/01/2024	Review and update of Code contents and layout.
ALL	2024.2	24/12/2024	Simplification of document for ease of use.

## Background

At Goldfields Baptist College, we are creating a flourishing educational community that is being transformed by the Truth of God's word. We are nurturing and equipping each person for life, empowering them to be thriving contributors in the world. The College mission and values underpin all conduct, business practices, relationships, events, programmes, curriculum, student/staff wellbeing and activities undertaken at and by the College.

It is an expectation of the College that all employees, as well as volunteers, visitors and contractors, understand and aspire to act in accordance with the Goldfields Baptist College mission and values. To achieve this, the College has a Code of Conduct outlining our expectations of employees, volunteers, visitors and contractors, as well as instructions on how to comply.

As the College has a duty of care to its students, the expectation and understanding is that all staff, students and visitors act in the best interests of the students, and that the welfare and safety of students will be of paramount concern. All interactions, therefore, should be transparent and meet the principles of this Code of Conduct.

## Scope

This Code of Conduct applies to all volunteers and contractors who undertake service or work at the College (hereafter referred to as 'visitors').

Infrequent or periodic visitors, or in the event of incidental visits to the College, visitors may not be provided with the Volunteers' and Contractors' Code of Conduct. These visitors will be accompanied by a staff member at all times and will be expected to maintain a standard of conduct in accordance with the Volunteers' and Contractors' Code of Conduct, or may otherwise be required to leave the premises.

### Expectations/Requirements

- You are expected to maintain extremely high standards of personal and professional conduct while on-campus at the College, and/or when in the presence of students and other members of the College community.
- You must abide by this Code of Conduct, equal opportunity and respectful workplace requirements, and all relevant legislation at all times while on-campus or representing the College.
- On arrival, sign in at Reception, where you will be issued a Visitor Pass (this must remain on your person) if attending when students are on-campus.
- Do not wander the College campus. If you require access to an area that is not in your originally designated access area, seek assistance from a Staff Member.
- After hours/weekend work is to be carried out by prior arrangement only, via the College Business Manager.
- It is preferred that visitors hold a current and valid Working With Children card.

### Child Protection and Student Safety

- Visitors should not be present in any isolated area with a student/s, unless a staff member is present, irrespective of familial or personal relationship with the student/s.
- Do not take photos, especially of students and staff, unless accompanied by a staff member with delegated authority to permit photography and/or recording.
- You must not give food or other items to students without approval by, and in the presence of, a College Staff Member.
- Any music/radio/media broadcasts that are audible to students must not contain profanity or obscenity and must be appropriate for a school environment, to the judgement of the College Executive.
- Visitors must refrain from swearing or discussing content amongst themselves that would be considered inappropriate by the College Executive, if overheard by students.

### Work Health and Safety

- You have a responsibility to ensure that your activities do not place your own safety at risk, or the safety of others that may come into contact with you and/or your work/services.
- Additional care must be taken when working around or with children. As appropriate, areas of work that pose possible threats to safety of students as young as four years must be cordoned off.
- You must only work according to your level of competency and follow reasonable instructions given by College staff.

- In the event of an evacuation or lockdown, first follow the procedure on the rear of your Visitor Pass, and follow lawful directions by designated Safety Officers, who will be identifiable by red or white high-visibility safety vests.
- **Any incidents, accidents, hazards or injuries must be reported to the Business Manager as soon as possible. The Business Manager may request a written incident report be submitted after any accident, incident or near-miss.**
- **If first aid assistance is required, visitors should contact Reception (located in the Administration building) or telephone (08) 9022 7535.**

#### Use of Alcohol, Drugs or Tobacco

- You must not attend the College while under the influence, or in possession, of alcohol or illicit drugs, or under the influence of medication or other drugs that may impair your capacity to perform your duties safely.
- You are not permitted to have alcohol, drugs, tobacco or any 'vape' products on your person whilst on-campus.
- Goldfields Baptist College is smoke-free. Visitors are not permitted to smoke or 'vape' on-campus (including in vehicles that are on-campus) and are requested to smoke or 'vape' off-campus, only at a distance that does not pose a risk of smoke blowing or drifting into the presence of students.
- Contractors are reminded that isolated, fenced-off worksites on-campus are included in this requirement.

#### Access to Toilets

- Access to student toilets/bathrooms is unacceptable for adult visitors, except with the express permission of the College Executive.
- If your designated work area is in student toilets/bathrooms, the area will be closed to students, and/or a staff member will be delegated to supervise work being undertaken.

#### Non-Compliance with the Code of Conduct

Non-compliance with the Code of Conduct may result in disciplinary action being taken. Should there be a perceived need for disciplinary action, this will only be determined by the College Executive, following an investigation, unless it is a minor issue that is dealt with informally. For more information, please see the College website and/or request a copy of the College's Employment and Engagement Policy.

I understand and agree to abide by the Goldfields Baptist College Volunteers' and Contractors' Code of Conduct (current at the date of signing). I understand that I am expected to ask for further explanation if any items or requirements in the Code of Conduct are unclear.

*This agreement may be counter-signed by a member of the College Executive, Grounds Team, Leadership Team, or Executive PA.*

*The original of this document will be retained by GBC, and a copy provided upon request.*

*GBC reserves the right to rescind access and/or permissions at any time, without explanation.*

Company Name \_\_\_\_\_

Name \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Approved by GBC Representative \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_