



**ACT**  
Government

Education

# VOLUNTEERS AND VISITORS IN SCHOOLS CODE OF CONDUCT



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## Introduction

Volunteers and visitors provide a range of valuable services and support to schools. This may include interaction with individuals and small groups of students in a range of different activities.

To assist schools in providing a safe and positive educational environment, volunteers and visitors must comply with this *Code of Conduct*, which clarifies the conduct expected from volunteers and visitors when participating in programs and activities supporting students in ACT public schools.

## Volunteers and visitors must

Ensure child safety by:

- Fulfilling their role within the school including by following directions from the principal/supervisor and seeking guidance where uncertain of tasks or requirements.
- Being aware that teachers have a duty of care for students that cannot be delegated or transferred to others.
- Undertaking my role with student/s in an area of the school within the line of sight of at least one school staff member.
- Refraining from conduct that may cause or have the potential to cause physical or psychological harm to a child or young person.
- Refraining from contact with students outside of school without parent or principal permission including via social media, in person or other means.
- Refraining from sexual conduct with a student or conduct that raises an apprehension that sexual conduct has occurred.
- Being familiar with the [National Child Safe Principles](#), and support schools to identify, prevent and respond to incidents of child sexual abuse or neglect.
- Being vigilant to the indicators of child abuse, sexual abuse or neglect and report disclosures to the appropriate teacher or principal as soon as practicable.
- Observing safe work practices which avoid unnecessary risks and applying reasonable instructions given by supervisors.

Follow Directorate reporting requirements such as:

- Reporting disclosures of sexual abuse to the police. Failure to report reasonable suspicion of child sexual abuse is an offence for all adults in the ACT.
- Reporting any incidents of possible reportable conduct to the principal or to the Directorate at <https://www.education.act.gov.au/about-us/reportable-conduct-scheme>. The reportable conduct scheme ensures allegations and convictions against employees (including volunteers) related to abuse or misconduct towards children are identified and acted upon. Further information about reportable conduct is available at <http://www.ombudsman.act.gov.au/>.

- Reporting any hazard or hazardous practice to the supervising staff and school administration.
- Reporting any problems as they arise to their supervisor/contact person, including incidents, injury or property damage.

Ensure integrity is upheld by:

- Maintaining confidentiality in respect of all information gained through participation as a volunteer or visitor. All information held by schools should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, volunteers and visitors should not discuss nor disclose personal information about students, staff or students’ parents or carers.
- Being familiar with school-based arrangements or the Directorate’s policies and guidelines relevant to their role or activity.
- Avoiding waste or extravagance and making proper use of the resources of the school/Directorate.

<input type="checkbox"/> I have read and agree to abide by the terms set out in the Code of Conduct.	
<input type="checkbox"/> I acknowledge that my services may be discontinued by the principal at the school at any time.	
I understand my role/activity will involve:	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
Visitor’s/Volunteer’s Name:	
Visitor’s/Volunteer’s Signature:	
Date:	