

OLIVET CHRISTIAN COLLEGE

S010 CODE OF CONDUCT FOR EMPLOYEES, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE page 1/3

Policy number	S010		002
Drafted by	Mary-Anne Revell	Approved by Executive	21 April 2020
Responsible person	Steven Nicholas	Scheduled review date	April 2023

INTRODUCTION

Management, staff, volunteers, and contractors at Olivet Christian College are required to abide by this Code.

Under the Executive, The Principal will:

- Be responsible for the overall welfare and wellbeing of staff and volunteers.
- Be accountable for managing and maintaining a duty of care towards staff and volunteers; and
- Provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

POLICY

All people involved in the care of children on behalf of Olivet Christian College will:

1. Work towards the achievement of the aims and purposes of the College.
2. Be responsible for relevant administration of programs and activities in their area;
3. Maintain a duty of care towards others involved in these programs and activities;
4. Establish and maintain a child-safe environment in the course of their work;
5. Be fair, considerate and honest with others;
6. Treat children and young people with respect and value their ideas and opinions;
7. Act as positive role models in their conduct with children and young people;
8. Be professional in their actions;
9. Maintain strict impartiality;
10. Comply with specific organisational guidelines on physical contact with children;
11. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
12. Maintain a child-safe environment for children and young people;
13. Operate within the policies and guidelines of Olivet Christian College; and
14. Contact the police if a child is at immediate risk of abuse (telephone 000).

No person involved in the care of children on behalf of Olivet Christian College shall:

1. Shame, humiliate, oppress, belittle, or degrade children or young people.
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
5. Be alone with a child or young person unnecessarily and for more than a very short time;
6. Develop a 'special' relationship with a specific child or young person for their own needs;
7. Show favouritism through the provision of gifts or inappropriate attention;
8. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians.
10. Work with children or young people while under the influence of alcohol or illegal drugs.
11. Engage in open discussions of a mature or adult nature in the presence of children.
12. Use inappropriate language in the presence of children; or
13. Do anything in contravention of the organisation's policies, procedures, or this Code of Conduct.

What happens if you breach this Code of Conduct?

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation

From time to time there may be a need for the College to discuss issues associated with unsatisfactory performance and/or conduct with an employee.

In the interests of both the College and the employee there should be a flexible approach to managing these issues. However, this College policy provides a general procedural framework that will apply when there is a need to address unsatisfactory performance and/or conduct.

This policy does not diminish any rights under legislation, an award, or the contract of employment and operates in conjunction with other College policies.

This policy does not apply to employees completing a qualifying period.

This policy may be amended from time to time in line with operational practice.

PERFORMANCE MANAGEMENT PROCEDURE

Where the informal processes have failed to resolve unsatisfactory performance issues, the College may implement a formal performance management procedure.

A formal performance management procedure will commence with the College advising the employee in writing of:

- the College's concerns with the employee's performance.
- the time, date and place of the first formal meeting to discuss the employee's performance.
- the employee's right to be accompanied by a nominee of his/her choice at all meetings scheduled to discuss the employee's performance; and
- the College's right to terminate the employee's employment should the procedure not resolve the College's concerns.

Formal performance management meetings will:

- include discussion of the College's concerns with the employee's performance.
- give the employee an opportunity to respond to the College's concerns.
- include discussion of any counselling or assistance, where appropriate, available to the employee.
- include documentation, where appropriate; and
- set periods of review, as appropriate.

If, following the procedure, the College's decision is to terminate the employment of the employee, then the College will give the required period of notice or payment in lieu of notice.

CONDUCT MANAGEMENT PROCEDURE

The College's general approach to managing conduct issues is outlined below. However, as inappropriate conduct may take various forms, the College reserves the right to amend the conduct management procedure to suit the circumstances.

In the event of an issue of misconduct:

- the College will advise the employee of the College's concern with the employee's conduct.
- the time, date and place of the meeting to discuss the employee's conduct.
- the employee's right to be accompanied by a nominee of his/her choice at any meeting scheduled to discuss the employee's conduct; and
- the College's right to terminate the employee's employment should the College's concern not be resolved.

OLIVET CHRISTIAN COLLEGE

In the event of an issue of serious misconduct, the College will:

- advise the employee of the College's concerns with the employee's conduct; and
- give the employee an opportunity to respond to the College's concern unless the College could not reasonably have been expected to provide the employee with that opportunity.
- Concern with an employee's conduct may be resolved by:
- summary dismissal, where the employee is guilty of serious misconduct of a kind such that it would be unreasonable to require the College to continue the employment during the notice period.
- issuing the employee with a warning or a final warning in writing.
- terminating the employment of the employee in accordance with the relevant notice provision; or other action, appropriate to the situation.

I understand and accept the conditions of this Code of Conduct.

.....
Name

.....
Signature

.....
Date