



OVERVIEW

Hill College is managed by Head-mastery team and supported by our community, including students, staff, guests, and dedicated volunteers (who may be already members). The growth of the College and creating a reputation in the Great Southern Region is important that volunteers assist on creating a positive view of Hill College.

As becoming a volunteer of Hill College, you are trusted to display a positive, excellent, online college to the community of Great Southern (Region) including to the Great Southern Grammar school and (GSG) P&F community. We believe that the volunteers play a positive role of Hill College and share the duty of care to take responsibility for the management and control of events, college operations or other provided opportunities.

We are accountable, and positive, and strive for excellence committed to providing a child-safe environment which safeguards students and provides for the safety, wellbeing, and welfare of students. Hill College expects the Volunteers to uphold and share this commitment.

Compliance/Reference

This policy refers to the Great Southern Grammar [Volunteer Code of Conduct](#) which in main instances GSG will host or be in some part of Hill College.

POLICY STATEMENT

Screening of Volunteers

Screening and clearance may be complete to ensure volunteers are regulated and legally able to participate and work with children. As state legislation, following the *Working with Children Act 2005* (the Act). In instances, Hill College will complete registration and clearance including checking volunteer(s) have a Working with Children Check (WWCC). The college Headmaster will advise of requirements upon application.

Students, Parents, GSG Members (staff and students) and Headmaster discredited expected personnel will not be required to complete any/the WWC clearance.

Obligation of Volunteers

Volunteers are expected to comply with the expectations of the college, and other compliance, such as Great Southern Grammar. Volunteers fulfill the responsibility when they:

- Abide by all relevant policies, including the Code of Conduct and Child Safety Policy and Mandatory Reporting procedures;



- Comply with risk management procedures in place and provide adequate supervision and duty of care to students under their charge;
- Demonstrate and model ethical and moral behaviours;
- Maintain confidentiality of information and privacy obligations unless disclosure is required by law (including as prescribed by the Child Protection Legislation and Child Safety Policy), is required by a professional standard applicable, or unless there is a risk of harm to a student;
- Refer all student concerns or behaviour issues to Headmaster, Headmistress, or (Event) Leader/Manager ;
- Are supportive of other volunteers and work as part of a team; and
- Avoid behaviours which are or might reasonably be perceived as grooming, harassment or sexual harassment in accordance with school policies (HC and GSG).

Volunteers must not:

- use corporal or degrading punishment;
- provide unauthorised transportation to a student;
- seek contact with a student outside their volunteer role, including through social media or online;
- take or store photos of a student;
- exhibit any kind of favouritism and/or
- involve themselves in a student's private matters unless the student is at risk or harm.

Physical Contact and Supervision

Any physical contact with students should be avoided. A person should not have contact with a student that would involve touching other than as part of delivering medical services by a health care professional or as a last resort to restrain a student to prevent harm to themselves or others.

Students must always be supervised. Supervision must be constant, active, and diligent and requires supervisors to always be in a position to observe each student, respond to individual needs and immediately intervene if necessary. One to one unsupervised situation with a student should be avoided.

Inclusivity

Volunteers are expected to promote the safety, participation and empowerment of all students and should not express personal views or discriminate against any student based on culture, race, ethnicity, disability, or sexuality.



Communication and use of Technology

Volunteers need to be aware digital communication is not private or confidential when relating to students, staff, parents/guardians, and college families. Hill College expects volunteers to abide by all relevant information of the Information and Communication (ICT) policies and the Social Media Policy.

Any use of social media, whether using the College's systems or otherwise must not adversely impact upon Hill College or involve unacceptable use in breach of this Policy or any other policy or procedure.

Volunteers must not:

- Engage with students or former students, in a matter which may compromise professional boundaries;
- Engage in grooming, sexual misconduct, sexual harassment, or discrimination using technology (or at all);
- Bring yourself, or the College into disrepute by personal online behaviours, including the unauthorised distribution of photos or by the consent of personal online technology (including social media);
- Use social media (e.g. Instagram, Snapchat, Facebook) to contact students unless on social media sites manage by the School or entity.

Volunteer Induction

All volunteers at Hill College will be expected to participate in an induction to introduce them to the College, provide them with an understanding of an appreciation of the specific requirements of their task and to acquaint them with all relevant policies and procedures with which they will be required to comply including, but not limited to the *Duty of Care for Students and Work Health and Safety*.

Training

Volunteers may be offered training, by event manager or staff, where relevant. Some volunteers may already possess qualifications and/or experience in particular areas which the College can utilise for the achievement of community reputation.

Settling Disputes

In the event of a volunteer having a grievance or dispute in relation to this Code will be managed and investigated in accordance with the College's Headmaster.

When concerns arise about a volunteer, an opportunity to remedy a problem, or improve an area of concern should be offered wherever appropriate. However, an agreement with a volunteer can be cancelled at the College's discretion and where the Volunteer:



- Has no more suitable work available;
- Fails to follow requirements outlined in the College's policies and elaborated through the induction training;
- Behaves towards students, parents or staff in a manner deemed inappropriate or improper; and
- Repeatedly fails to meet commitments without notice.

Reporting

Volunteers are required to report certain information to the College, you must report to the Event Manager or Headmaster;

- Any concerns you may have about the safety, welfare and well-being of a child or young person;
- Any concerns you may have about the inappropriate actions of any other employee or volunteer that involves children and young people;
- Any concerns you may have about any other employee or volunteering engaging in conduct not permitted by the Code;
- If you become aware that an employee or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving a conduct not permitted by the Code;
- If you become the subject of allegations of conduct not permitted by the Code whether they relate to your employment with the College.

VOLUNTEERING INFORMATION

Principles of Volunteering

Listed below are the nationally recognised principles of volunteering which Hill College supports:

- Volunteering benefits the community and the volunteer
- Volunteer work is unpaid
- Volunteering is always a matter of choice
- Volunteering is an activity preformed in the not-for-profit sector only
- Volunteering is not a substitute for paid work
- Volunteers respects the rights, dignity, and culture of others
- Volunteering promotes human rights and equality

In addition, volunteers at Hill College must support our College values, missions, and our Codes of Ethics and Conduct.



Volunteer Rights

Hill College believes that Volunteers have the following rights:

- To work in a healthy and safe environment
- To be given a copy of the organisation's volunteer policy and another other policy that affects your role
- To have a role description
- To have access to a grievance and complaints procedure
- To be provide with an induction to the College
- To have confidential and personal information dealt with in accordance of the Hill College Privacy Policy
- To be provided with sufficient training to carry out your volunteer role.

At the same time, the Hill College community has the right to:

- Expect volunteers to represent the College in a positive way
- Expect volunteers to fulfil their volunteer role to the best of their ability
- Expect clear and open communication
- Require volunteers to support the College's values, mission and purpose.
- Work effectively within the College's guidelines, policies, and procedures

Child Protection

Volunteer Screening

Volunteers are legally required to inform the College if they have been charged with any criminal offences which may impact their ability to perform their role as a volunteer. Volunteers are required to inform the College as soon as an allegation is made against them. This required includes any that are made against you external to the College in which you are volunteering with.

Obligations to Protect Children

A volunteer who suspects a child has suffered harm from abuse or neglect is required to report the matter to the Headmaster as soon as possible and certainly within 24 hours of becoming aware of the harm or risk of harm. If the Headmaster is unavailable, then the report must be made through the [Hill College Child Safety and Wellbeing Report form](#) (accessible on the Child Safety page of website).

If you have immediate concerns that a situation poses a severe risk to the health and wellbeing of a child and is life threatening, then please contact the police on 000.



Reporting Concerns

The Volunteer Code sets out the responsibility volunteers must report concerns regarding the behaviour of peers. These 'reportable concerns' are defined as 'grooming' behaviours, any sexual offense, sexual misconduct, any physical assault, ill treatment or neglect of a child or any behaviours that cause psychological harm.

Hill College has an obligation under the law to investigate any of the above allegations even if the allegation relates to matters that occur away from your role as volunteer. A sustained allegation *may* affect both your ability to continue as a volunteer or your ability to obtain a future WWCC.

Hill College is committed to providing a safe environment for all children and young people. If you become aware that a child protection allegation has been made against an employee or volunteer of the College, you must report this to the Headmaster immediately.

General Policies, Procedures and Standards

Dress Code

Volunteers are not required to wear uniforms. Some clothing, e.g., t-shirts may be offensive to other people. Please consider this when selecting an appropriate outfit. If your role requires you to use personal protective equipment (PPE), this will be supplied to you with instructions of use.

Identification

You will be required to wear identification provided by the College when volunteering for Hill College. This identification should be worn whenever you are carrying out your volunteer role and will identify you as a volunteer.

Infection Control

It is important to be aware of the risk of spreading infection. Prevent the spread of infection is especially important when working with children. If you have an infection or virus (e.g., flu) it is important to contact your event manager before going to your volunteer role, as it may be safer for you and the community for you to fully recover before returning to your role. You should check and maintain your own vaccination status for COVID and common childhood illnesses and tetanus.



Photographs and Images

While working at Hill College as a volunteer you will need to acknowledge and accept that the College and its agents and employees may use photographs and/or videos of you and/or your volunteering activities for the College in any publication, on display boards, in any electronic form or media or for any College use whatsoever, and you fully understand the contents, meaning and impact of this release.

College Values and Expectations

At all times it is imperative to uphold the College's values and standards of conduct and comply with the College's policies and procedures. Failure to meet these expectations and commitments, comply with policies and procedures, or demonstrates inappropriate behaviour toward students, parents, community and staff may result in the cancellation of the College's agreement to engage you as a volunteer.

Declarations

When volunteering with the College and completing the Volunteer Induction, you must abide and agree to the following declaration:

I am aware that my volunteering will be reviewed on a regular basis and that I will be given training, extra information and feedback as needed. I declare that all items in this document have been discussed with me, that I have completed the online Volunteer Code and Child Protection Induction, I understand my obligations in relation to the College's Code of Conduct, Child Safety and Child Protection Policies, Procedures and guidelines and I have provided all the required information.

And by either the Event Manager or Headmaster must agree to the following declaration:

I confirm that all information provided by the prospected volunteer have been reviewed, checked, and covered correctly. I have explained the College's Code of Conduct, our obligations in relation to Child Safety and Child Protection, checked that the Volunteer under my care has completed the Volunteer Code and Child Protection Induction and have provided copies of relevant information in accordance with the College's Privacy Policy.



POLICY CONTROL

Inquiries

Please contact charlie@hillcollege.org for inquiries about volunteering or legal@hillcollege.org for any policy inquiries, including editing, compliance or reporting.

Approval

Date	By	Signature
3/05/2024	Headmaster	<i>Headmaster</i>
4/08/2023	Head-mastery Team	<i>Head-mastery</i>