



Brisbane Boys' College
A Safe Place for
Children to Learn
and Grow

**Safeguarding and Standards of
Behaviour for Volunteers**

Every child and young person has the right to feel safe and free from harm in every area of their daily lives including when at school. Brisbane Boys' College takes the care and protection of children and young people very seriously.

Our commitment to ensuring BBC is a safe place for our students to learn and grow is an outward expression of our Christian faith and our dedication to being a [Child Safe Organisation](#).

Volunteers, as part of the BBC Community have a responsibility to share in safeguarding our students by:

- acting professionally and behaving in an appropriate manner to ensure that the physical and emotional wellbeing of the students in their care is safeguarded at all times
- not tolerating any threat of harm towards a student and actively seeking to prevent the occurrence of any such threat
- reporting any suspicion they may have that a student has been harmed or may be at risk of harm

Working with Children – Obligations Restricted Employment and Restricted Person

Under the *Working with Children (Risk Management and Screening) Act 2000* a person must not commence or continue to volunteer at Brisbane Boys' College in '**restricted employment**' if they are a '**restricted person**'.

Restricted employment refers to the following situations or exemptions that allow a person to work with children without a Blue Card:

- a volunteer parent of a current BBC student
- a volunteer who is under 18
- a paid or unpaid member of staff who works in regulated child-related employment for not more than seven days in a calendar year

To commence or continue volunteering at BBC in **restricted employment** a person must declare that they are not a **restricted person**. This can be done by completing the Volunteering Registration Form available on the BBC website at: www.bbc.qld.edu.au/volunteers. A declaration is also made when signing in on arrival at the College.

A **restricted person** is a person who either:

- has been issued a negative notice
- has a suspended Blue Card
- is a disqualified person as defined by the Working with Children (Risk Management and Screening) Act 2000
- has been charged with a disqualifying offence as defined by the Working with Children Risk Management and Screening Act 2000, that has not been finalised.

IMPORTANT NOTE

It is an offence under the *Working with Children (Risk Management and Screening) Act 2000* for a restricted person to commence or continue working or volunteering in restricted employment at Brisbane Boys' College. The maximum penalty is \$66,725 (500 penalty units) or five years in prison.

Further information regarding restricted employment and restricted persons is available from Blue Card Services [here](#).

If a person is not volunteering in **restricted employment** at BBC (e.g. grandparents, relatives, friends etc) they must hold a valid Blue Card before they can commence volunteering at the College. Further information, including how to apply for a Blue Card can be found on the Blue Card Services website [here](#).

Reporting Obligations

If, during their work at BBC a volunteer receives a disclosure of harm, or suspects that a student has been harmed or is at risk of being harmed, they must report it immediately to their supervising BBC staff member regardless of how many details they have or whether they think the information they have is trivial.

Standards of Behaviour

Prohibited conduct

Whilst volunteering and/or on school property, volunteers must not:

- Use their position to take advantage of any child or young person
- Bring harm of any kind to a student or behave in a way which actually or apparently seeks to establish an inappropriate relationship with a student
- Smoke, use, possess, or be under the influence of alcohol or illicit drugs.

Required reporting

Volunteers must as soon as possible:

- Report any actual or apparent breaches of law, school instructions, or these standards of behaviour, to the organising staff member or the Headmaster
- Disclose any allegation of inappropriate sexual conduct towards students, or indicators of child abuse, to the organising staff member or the Headmaster
- Notify the Headmaster if they become the subject of a Domestic Violence Order (DVO), or of a reportable child offence conviction.

General

Volunteers should always conduct themselves in a manner consistent with our Christian school environment.

- Always work in the best interests of students and set a positive example
- Show respect for the authority of school staff, follow all lawful and reasonable decisions and directions given by staff
- Never be in contact with students without school staff supervision
- Never use student facilities (e.g. toilets)
- Never give gifts to students
- Dress modestly and appropriately at all times
- Support staff in the execution of their duties and assist them as necessary
- Read, and ensure they understand, all information and instructions and seek advice if in doubt
- Avoid waste or extravagance and make proper use of the resources of the school

Respect for Others

Volunteers should treat students, staff and other members of the school community with respect.

- Treat everyone with courtesy, tact, consideration and humility, and respect the opinions, beliefs and decisions of others

- Assist in creating an environment free from fear, harassment, racism or exploitation

Communication

Volunteers should be appropriate when engaging with students, staff and other members of the school community.

- Do not swear, blaspheme or use other profanities
- Use non-discriminatory, respectful and non-judgmental language
- Maintain appropriate levels of confidentiality and not disclose the personal information or contact details of others
- Do not add a student as a contact or “friend” on social media or engage in online discussions using social media with a student or group of student
- Do not exchange phone calls and/or text messages with a student or group of students

Digital communications and photos

- Do not take any photographs of students without consent of the supervising teacher. Forward all photos to the teacher for publishing
- Do not post any photos, information or comments about a school activity (e.g. excursion or camp) on social media, or to personal friends
- Allow school staff to handle all communication to parents

Conduct with Students

Volunteers are required to observe the following boundaries:

- Ensure they are never alone with a student
- Avoid physical contact except to keep a student from danger, or if instructed to give assistance by a BBC staff member
- Refer all discipline matters to the supervising staff member
- Not administer medication to a student, but direct students to the supervising staff member

Health and Safety

Volunteers should:

- Work safely, and seek to protect the safety of others
- Comply, as far as they are able, with any reasonable instruction given by BBC in respect to work health and safety
- Once advised, cooperate with any reasonable policy or procedure relating to work health and safety
- Only work according to their level of competency
- Report any safety hazard or hazardous practice they observe, and any safety incidents