

This Code of Conduct outlines the role and responsibility of the Volunteer Vocational Mentor to ensure moral, ethical and appropriate practice is undertaken at all times. Volunteers are required to agree and sign the following document in order to confirm their commitment to the VME Policies and Procedures. A breach of this agreement may result in termination of the position.

*For the purposes of INLLEN and the Vocational Mentoring Exchange (VME), and therefore this document, a "Volunteer" means anyone who assists VME in an unpaid capacity. All volunteers engaged in the VME are required to work in accordance with the following Code of Conduct.*

As a VME Volunteer Vocational Mentor, I agree and commit to:

## **General Conduct**

1. Reading, complying with and exercising due care in carrying out my Roles and Responsibilities as outlined in the VME Volunteer Mentor Role Description.
2. Comply with the law in Victoria regarding reporting of child abuse or neglect as outlined in VME policies, including maintaining valid Working with Children Check registration.
3. Immediately advise INLLEN of any matter of which I am involved that has or could lead to criminal conviction.
4. Represent VME with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour including appropriate attire in keeping with my role and responsibilities in a manner that does not cause offence.
5. Attend scheduled Volunteer Vocational Mentoring and Training Sessions.
6. Follow through and complete agreed tasks, commitments and evaluation requirements.
7. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model.
8. Respect all ethnic racial and religious groups and not attempt to influence or persuade students on religious, controversial or political matters.
9. Advise INLLEN of any employee, or person acting on behalf of each organisation including school-based staff or volunteers who I believe has acted in a way which may be detrimental or brings into disrepute the good name of INLLEN or VME.
10. Be alert and focused when undertaking my role and not be under the influence of alcohol or illicit drugs, or the effects of prescribed drugs that effect my perception or mobility.
11. Advise INLLEN if I experience any significant changes in my physical or mental well-being that may adversely affect my volunteering role. Note: Volunteers over 85 will be required to complete a self-assessment tool annually to confirm ongoing ability to continue in their chosen volunteering role for insurance purposes.
12. I will ensure that my skills and knowledge are kept updated by attending (if available) additional training sessions as offered.

## **Relationship with Student/s**

13. Respect the privacy of students, volunteers and teaching staff participating in the VME and hold, in confidence, sensitive, private and personal information collected as per the VME Privacy Policy.
14. Undertake my volunteer role with my allocated student/s in an area of the school or designated school excursion within eyesight of school staff.
15. Not initiate physical contact with students and will for example avoid the "strike zone" (from shoulders to knees). I agree that I will use discretion to limit physical contact to accepted gestures of greeting, guidance and praise, such as shaking hands, or high fives, and adhere to the school's policy in this regard.
16. Not engage in or initiate sexual or romantic contact or relationship with a student. Provide a safe environment by not harming children, youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.

# Volunteer Mentor Code of Conduct



17. Not engage in any illegal activities with students including, but not limited to, providing alcohol, tobacco, and drugs, pornographic or offensive material.
18. Not email or engage with my allocated student/s via telephone, text messaging, and social networking and other external devices or technologies unless this is part of a VME approved program. The prohibition includes, but is not limited to, Facebook, Instagram, Snapchat, and Twitter.
19. Agree to advise INLLEN where I have a pre-existing relationship with a student and/or their family at the point I become aware of a potential conflict of roles.
20. Not transport students privately as part of my role in any way. Approved VME excursions which form part of the program are permitted. Transport for such activities will be via public transport, transport organised by the school or walking.
21. Not give food or money to students.
22. Agree to not give my allocated student/s a gift.
23. Not to photograph students without the express written permission of the school and student's parent/s/guardian.

## **Compliance with School/Education provider protocols**

24. Comply with relevant school policies and procedures as advised by school staff and follow lawful direction by school staff.
25. Undertake my role in a safe work environment. This includes: taking reasonable care for my own health and safety; ensuring that my conduct does not adversely affect the health and safety of others; compliance with any reasonable instructions relating to health and safety; and cooperation with any reasonable policy or procedure relating to health and safety that applies to me, my colleagues, people I am supervising or who are considered to be in my care.
26. Sign in and out as required by the school and wear an approved and issued identification badge during school visits.
27. Immediately telephone / email the Vocational Mentoring School Coordinator / VCAL or VCE VM teacher, if I am unable to attend an agreed vocational mentoring session in my school and also advise INLLEN via the weekly post session survey accessed via Better Impact (App or desktop).
28. Accept that all VME volunteering activities are school based, during regular school hours, and occur on school grounds with the exception of VME School sanctioned excursions.
29. I agree that I will not continue the in-school relationship outside of school grounds (except for excursions), or out of school hours nor attend my mentees home.
30. Accept that there may be occasions where incidental contact may occur with a student outside of a school such as in passing in the local shops etc. I agree that I will not pursue a relationship as outlined in 29 above.
31. Take responsibility for seeking advice from INLLEN if I have concerns about my volunteering role, facing program challenges or struggling with the tasks allocated.

**I acknowledge and agree to abide by the VME Volunteer Mentor Code of Conduct above and accept that any breach of this code may result in the termination of my volunteer role.**

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_