

Don College Policy

RESPECTFUL SCHOOL VOLUNTEER AND VISITOR BEHAVIOUR POLICY

1. Purpose

This policy outlines the behavioural requirements for volunteers and visitors to ensure that Don College remains a safe and respectful school and working environment. It also states the school's possible response if a volunteer or visitor does not demonstrate appropriate behaviour.

2. Scope

This policy applies to all volunteers and visitors at Don College, both on campus and at school activities.

3. Requirements

3.1. All volunteers and visitors at Don College must:

- 3.1.1. Have prior approval to be on the school grounds;
- 3.1.2. Sign in as a volunteer or visitor at the Don College office;
- 3.1.3. Behave in a safe and respectful manner;
- 3.1.4. Use constructive and appropriate language;
- 3.1.5. Treat school property with respect;
- 3.1.6. Work together to support learning;
- 3.1.7. Follow staff instructions and school procedures;
- 3.1.8. Drive slowly and carefully around campus;
- 3.1.9. Behave in line with **Don College's Behaviour Policy**;
- 3.1.10. Not engage in any unacceptable behaviour listed in Appendix A of this

Document and in the [Department of Education's Policy and Process](#)

3.2. If the Don College Principal or his delegate deems that a volunteer or visitor's behaviour goes against the above requirements, does not reflect the Department of Education's values or is unacceptable in any other way, the volunteer or visitor may be instructed to leave Don College or the school activity. If the instruction to leave is not followed, the Police may be contacted.

- 3.2.1. If the volunteer or visitor is above the age of 18, Section 136 of the Education Act gives the Principal the authority to remove them from either the Don College grounds or a school activity.
- 3.2.2. If the volunteer or visitor is under the age of 18 and the unacceptable behaviour takes place on the Don College grounds, trespass law gives the Principal

the authority to remove them from Don College.

3.2.3. If the volunteer or visitor is under the age of 18 and the unacceptable behaviour takes place at a school activity, trespass law gives the Person in Charge at the venue the authority to remove them from said venue.

3.3. A volunteer or visitor whose behaviour contravenes the above requirements may be prohibited from re-entering Don College or returning to the school activity for a period of time specified by the Principal or his delegate. An official letter describing the incident and outlining the conditions of re-entry will be provided to the volunteer or visitor.

4. Definitions

Volunteer or visitor	Any person visiting the school or school activity that is not a student or staff member. This includes parents, grandparents, carers, family members, contactors, guest speakers or people who are under the age of 18 who are not students at Don College.
School Activity	School-endorsed activities for Don College students which is held either: <ul style="list-style-type: none">• At a venue which is outside of the Don College campus or property; or• On school campus but outside usual school hours.
Delegate	A person who has been delegated the powers and functions of the Principal, but can only exercise those powers and functions when the Principal is absent from Don College or the school activity.

5. Details

Author:	John Thompson
Date authorised by Don College Association:	
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This document is to be reviewed after a period of three years.

6. Relevant documents

Education Act 2016
Secretary's Instruction No 3 for Unacceptable Behaviour of Students and Volunteers at, and Visitors to, State Schools of School Activities
Volunteers and Visitors in Tasmanian Government Schools: Parent Fact Sheet

Appendix A – Unacceptable Behaviour of Volunteers or Visitors

The following behaviour constitutes unacceptable behaviour of volunteers at, and visitors to, State schools or school activities:

- (a) disobedience of instructions which regulate the conduct of volunteers at, and visitors to, State schools and school activities
- (b) contravening school rules and policies
- (c) behaviour that is likely to impede the learning of students at that school
- (d) behaviour that is detrimental to the wellbeing of the students or staff at that school
- (e) behaviour or actions that cause or are likely to cause injury to persons or damage to property
- (f) behaviour that is likely to bring that school into disrepute
- (g) behaviour that is likely to put a person at risk of harm
- (h) harassment or stalking
- (i) threatening behaviour
- (j) discrimination
- (k) bullying, including cyberbullying
- (l) illegal behaviour
- (m) unsociable behaviour
- (n) sexualised behaviour
- (o) any other behaviour that a principal determines to be unacceptable behaviour (identified in the school's Policy).

Appendix B - Process for Responding to Unacceptable Behaviour of a Volunteer or Visitor at Don College

