

SECTION 5 : CO-CURRICULAR

5.3 CODE OF CONDUCT FOR STAFF AND OTHER ADULTS INVOLVED IN CO-CURRICULAR ACTIVITIES

RATIONALE

The College strongly endorses the provision of a wide range of co-curricular activities to support the overall development of each student. Staff members play a vital role in the provision of such activities in a managing, coaching or facilitating role. At times parents and other adults may also be in positions of responsibility for co-curricular activities either with or under the direction of college staff.

It is essential that any staff member or other adult involved in co-curricular activities with students of the College has a clear understanding of the expectations of the College in regard to how they conduct themselves with and in the presence of students. It is also essential that any safety, financial, student management and mandatory reporting policies of the College as well as legal requirements are adhered to at all times.

This policy is based on the gospel values of service, trust and personal responsibility.

POLICY

To ensure that the safety and well-being of students is given the highest priority at all times, all staff and other adults involved in co-curricular activities will abide by the staff Code of Conduct.

APPLICATION

1. Any co-curricular activity that is offered must have the prior approval of the College Principal.
2. Staff and other adults who take responsibility for any co-curricular activity must ensure that all College expectations in terms of student and staff conduct are adhered to and that required procedures for supervision, notification of injuries and other matters including WHS are followed.
3. Any non-staff member involved in a co-curricular activity must be provided with a copy of the staff code of conduct, and sign an agreement to abide by it.
4. Staff and other adults involved in a co-curricular activity must demonstrate at all times the highest standard of conduct and provide a positive role model to the students.
5. Staff and other adults involved in a co-curricular activity must undergo required child protection screening to confirm that they are suitable to work with children and young people and provide evidence of this to the College

6. In most cases, there should be more than one staff member or adult responsible for supervising the co-curricular activity. Where this is not possible, procedures must be put in place to minimise any risk for the student/s or staff member.
7. The Principal, or her/his delegate, is responsible for ensuring that such activities are appropriate for students and that the planning for the activity, including a risk assessment, is undertaken thoroughly.
8. The Principal will arrange for a booklet to be prepared explaining the College's expectations in relation to student management, excursions/tours, supervision, notification of injuries and other relevant matters to be available for people who take responsibility for a co-curricular activity.

Revised and re-approved November 17, 2015