

COLLINGWOOD CHILDREN'S FARM

Community Programs Code of Conduct

The purpose of the Code of Conduct for Volunteers/Participants is to set out standards of behaviour expected from volunteers of Collingwood Children's Farm. All Volunteers/Participants must ensure that they have read and comply with this Code of Conduct. All Volunteers/Participants and staff have the right to feel safe and welcome at the farm. This policy highlights the expectations of volunteers across the farm.

Volunteers/Participants must maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in their written volunteer role description to a satisfactory standard;
- Performing their role to the best of their ability in a safe, efficient and competent way;
- Follow the CCF's policies and procedures as well as any instructions or directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Raising concerns about possible wrongdoing witnessed by the volunteer in the course of the volunteers/participants role with Collingwood Children's Farm with the Volunteer Coordinator or Supervisor on shift;
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- Acting in a way that is in line with the purpose and values of the Farm and that enhances the work of the Farm;
- Communicating respectfully, positively and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers;
- Reporting any health and safety concerns;
- Directing any questions regarding policies, procedures, support or supervision to the volunteers/participants supervisor;
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with Collingwood Children's Farm's Volunteer Policy;
- Keeping confidential matters confidential;
- Seeking authorisation before communicating externally on behalf of Collingwood Children's Farm;
- Maintaining an appropriate standard of dress and personal hygiene, including long sleeved tops and long trousers;
- Ensure they treat all animals on the farm with dignity and respect for their welfare.

- Strictly adhering to Collingwood Children's Farm's 'Child Safe Policy, Code of Conduct & Procedure', concerning the safety of children who are in any way associated with CCF's programs.

Volunteers/Participants must NOT:

- Bring the charity into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role;
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability or race);
- Engage in any activity that may cause physical or mental harm or distress to an animal;
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering/participating;
- Engage in any activity that may damage property;
- Take unauthorised possession of property that does not belong to them;
- Engage in illegal activity while carrying out their role;
- Use inappropriate language within the confines of the Farm;
- Use personal phones during shift times, especially when working within the workshop, unless for emergency or critical reasons;
- Overlook any concern they have regarding the safety and wellbeing of any child or adult, who they consider may be at risk for any reason.

If you do not comply with this Code of Conduct, you may be the subject of disciplinary action which could include:

- Counselling
- Verbal or written warnings; or
- Termination of your volunteer position

**As recorded in the Collingwood Children Farm Performance and Misconduct Policy.*

Volunteers/Participants acknowledge that no employment relationship is created in the context of their role with Collingwood Children's Farm.

CCF will review the Code of Conduct for Volunteers/Participants at 3-year intervals or as appropriate. The Program Coordinator is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers are expected to help facilitate this process.