

## **CODE OF PRACTICE**

The School of Practical Philosophy's (SoPP) Code of Practice (Code) provides clear expectations as to acceptable standards of behaviour and is implemented to ensure the prevention of injury within the premises from which the activities of the SoPP are conducted.

### **Procedure**

- 1 The Code is to be communicated to all staff, volunteers and students of the SoPP.
- 2 The Code is posted on the SoPP website and will be notified by way of agreement to all students who re-enrol on-line with the SoPP.
- 3 Students who do not enrol on-line are sent a copy of the Code by email.
- 4 All students who attend week or weekend study will be reminded of the Code from time to time.
- 5 Staff who are not students are to be given a copy of the Code, and are to acknowledge that they have read the Code and agree to abide by the Code.
- 6 In the event of a reportable incident (see clause 9 below), an [incident report](#) is to be completed and submitted to the tutor and/or the level head for further attention (the incident report form is available on the website). The tutor or level head as appropriate is to forward the completed form to [Committee@practicalphilosophy.org.au](mailto:Committee@practicalphilosophy.org.au) and to also advise the student of the final response to the incident.

### **Practice**

1. All staff and students of the SoPP have health and safety duties to:
  - (i) take reasonable care for their own health and safety;
  - (ii) take reasonable care to ensure they don't affect the health and safety of other people, for example, staff, volunteers, students or members of the public they may encounter or be assisting at the SoPP;

- (iii) comply as they are reasonably able to, with any reasonable instruction that is given to them by staff and delegates of the SoPP; and
- (iv) Co-operate with any reasonable policy or procedure that the SoPP has provided to them.

Essentially what is reasonable care and what is expected of workers, volunteers and students is what a reasonable person would do in the circumstances having regard to their knowledge, their role, their skills and the resources available to them, the information they have, and the consequences to health and safety of a failure to act appropriately in the circumstances.

2. All staff, volunteers and students in the SoPP are expected to treat all people with fairness, dignity, respect, courtesy, and without discrimination.
3. Every student has the right to freedom of speech.
4. Every student has the right to receive services of the SoPP in a manner consistent with this Code.
5. Any complaint regarding the SoPP or its staff or delegates is to be treated as confidential (subject to legal requirements) and to be considered as a matter of urgency.
6. Every student is entitled to privacy in-accordance with the SoPP Privacy Policy. For example, email addresses, contact details, etc. will not be disclosed without a student's permission.
7. All participants in the SoPP are expected uphold its objects, this Code and any other rules with regard to the health and safety of others and to perform their roles honestly, conscientiously and with integrity.
8. All interviews, personal counselling, etc. are to be conducted with the option of another person (i.e. observer) being present;
9. Staff, volunteers and students are to report any behaviour that they suspect does not meet this Code; or where their own health

and safety; or the health and safety of another is or is potentially at risk.

10. (i) A child under 16, or a vulnerable person, must be interviewed or counselled in the presence of another adult agreed to by the child/person, preferably a relative;
- (ii) An open-door policy, with a line of sight is to be adopted if a child is left alone in a room;
- (iii) All staff and volunteers working with children are required to complete and file a Working with Children check before working with children; and
- (iv) All staff and volunteers working with children must be aware of the position of trust they hold and the increased obligation to act with complete care and with integrity.