

Volunteer Code of Conduct

Thursday, 9 February 2017



NARBETHONG STATE SPECIAL SCHOOL

This code of Conduct applies to all persons volunteering

to assist the staff and students of Narbethong State Special School

- All non-parent volunteers must undergo screening under the Commission for Children and Young People and Child Guardian Act 2005 and hold a current Positive Notice Blue Card for volunteers.
- Volunteers have a significant role in the work of the school. Volunteers have an integral part to play in providing a safe and enjoyable environment for young people.

Volunteers are expected to follow the principles of:

- Safety
- Respect
- Support
- Ethical Communication
- Ethical Conduct

Volunteers should:

- Behave honestly and with integrity
- Act with care and diligence
- Behave and dress appropriately

Volunteers should think and act safely:

- Put student and personal safety first in all activities
- Follow safety procedures outlined by staff
- If a direct threat is identified, assist in the evacuation of the area/situation as quickly as possible
- Work only according to your level of competency and training given by the school. Contact the School Administration when confronted by a situation which is beyond your role and responsibility.

Volunteers should treat students and staff with respect:

- Respect the rights of individuals and maintain an appropriate level of confidentiality
- Treat everyone with courtesy, sensitivity, tact, consideration and humility
- Assist in the creation of a work environment free of fear, harassment, racism and exploitation
- Respect the culture, beliefs, opinions and decisions of others
- Take instruction from and not obstruct the responsible staff member in any ways regarding the execution of their duties
- Report any illegal activity or concerns to the School Administration

Volunteers should use appropriate communication when engaging with students:

- Acknowledge the needs and concerns of the individual

- Be aware of a student's physical space
- Be aware of your own body language
- Be caution in making physical contact with a student and at all times seek the permission of the student and staff member
- Seek advice whenever appropriate
- As a volunteer, you must follow all instructions from the staff and School Administration. You should not engage with media representatives and should refer all enquiries to the School Administration.

Volunteers must not:

- Smoke or use tobacco products within school property
- Use, possess or be under the influence of alcohol at any time while volunteering
- Use, possess or be under the influence of any illegal drugs at any time while volunteering
- Provide any of the above substances to any student, employees or other volunteers
- Verbally harass or use profanity towards any other person while volunteering

Any breaches of this Code of Conduct will be dealt with by the school Principal in the first instance and other appropriate authorities will be contacted if necessary.

Please sign below:

I, (please print) _____ have read and agree to follow the Volunteer's Code of Conduct.

Signature Date

Witness (Print Name) Signature