Code of Conduct for Volunteers

Volunteers have a special place in our school and assist in many ways. The school appreciates your time and effort in assisting us.

We have strict guidelines for using volunteers, for example all volunteers must have a police clearance and complete the online introduction to Responding to Abuse and Neglect.

In order to assist us to provide a safe environment and a positive educational climate for all staff, students and volunteers, we have established this Code of Conduct which all volunteers are required to sign.

Please remember that camps and excursions are part of the school’s program, and school rules apply during these activities as they do on the school grounds. This means that smoking and the consumption of alcohol or non-prescription drugs of any kind are not permitted.

As a volunteer at Mt Barker Waldorf School, we expect that you will:

- Observe similar standards of behaviour and ethical conduct to that required of staff. For example, you are expected to act within the law, be honest and fair, respect other people (including students) and work to the best of your ability.

- Appreciate that teachers have a special duty of care for students which cannot be delegated or transferred to others. Therefore, if you encounter a problem while working as a volunteer you must refer the problem to a teacher or to the Principal. At no stage should you deal with behavioural issues involving your own child or another child.

- Appreciate that all persons have rights and aspirations. Treat all persons with dignity and respect, without harassment, victimisation or discrimination.

- Observe confidentiality in respect of all information gained through your participation as a volunteer. Volunteers must not discuss or disclose to others, personal information about students and their families or staff or incidents that may occur during your time volunteering.
• Report any information of a personal nature that a student discloses to a teacher or the Principal. Make a written record of the information and if appropriate follow the Mandatory Notification procedure.

• Accept and follow directions from your supervisor and seek clarification if you are unsure of tasks or requirements. You may be directed to familiarise yourself with the School’s policies and guidelines on particular issues.

• Observe safe working practices avoiding unnecessary risks. Report on any hazard or hazardous practice in the school. In the event of an emergency you must follow the instructions of your supervisor at the time.

• Report any problem which may arise to your supervisor including incidents, injury or property damage.

• Avoid waste or extravagance and make proper use of the resources of the school.

In the interest of working together for the benefit of the students at Mt Barker Waldorf School, I as a volunteer understand and agree to comply with the above Code of Conduct.

Name of Volunteer (please print) ......................................................................................................................

Signature......................................................................................................................................................... Date ................................