

Code of Conduct for Volunteers

Covenant Christian School values the contribution of all members of the school community in volunteering their time and effort. To assist the school in providing a safe and positive educational climate, volunteers are expected to comply with the following guidelines, and sign below to indicate they have read and agree to them.

Safety

Volunteers should:

- Observe safe work practices which avoid unnecessary risks
- Only work according to their level of competency
- Follow reasonable safety instructions given by school staff
- Report any safety hazard or hazardous practice they observe
- Assist in implementing evacuation procedures if required.

Respect for Others

Volunteers should treat students, staff and other members of the school community with respect, and in particular should:

- Treat everyone with courtesy, sensitivity, tact, consideration and humility
- Dress appropriately having regard to the nature of the volunteer activity
- Assist in creating an environment free from fear, harassment, racism or exploitation
- Respect the culture, beliefs, opinions and decisions of others
- Take reasonable instruction from staff and not obstruct staff in the execution of their duties
- Avoid waste or extravagance and make proper use of the resources of the school

Communication

Volunteers should use appropriate communication skills when engaging with students, staff and other members of the school community and in particular should:

- Avoid swearing, blaspheming or other use of profanities
- Use non-discriminatory, respectful and non-judgmental language
- Maintain appropriate levels of confidentiality
- Respect people's personal space
- Be aware of their own body language
- Seek advice where appropriate

Prohibited Conduct

Whilst volunteering and/or on school property, volunteers must not:

- Use their position to take advantage of any child or young person
- Bring harm of any kind to a student, or behave in a way which actually or apparently seeks to establish an inappropriate relationship with a student
- Smoke, or use, possess, or be under the influence of alcohol or illicit drugs

Volunteer name: _____

Volunteer signature: _____ Date: _____

Area of volunteering eg classroom, excursions, Café Covie, Canteen, camp, sports: _____

Working with Children Check Number (if required): WWCC _____

If you are unsure if you require a WWCC number, please refer to the WWCC – Parent Information letter or www.newcheck.kids.nsw.gov.au for further information.

Date of Birth (for WWCC verification purposes only): _____ / _____ / _____