

## 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): WWC \_\_\_\_\_

*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](http://www.newcheck.kids.nsw.gov.au) for further information.*

Date of Birth (for WWC verification purposes only): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_