

# Volunteers

## Code of Conduct



Volunteers play a valuable role in our school community, providing support and assistance to staff, families and students. As the safety and wellbeing of children at Newmark Primary is our highest priority, volunteers must abide by certain obligations and responsibilities.

This Code of Conduct sets out the expectations for all volunteers at Newmark Primary.

### **Working with Children Check (WWCC)**

All volunteers must provide the school with a valid WWCC prior to commencing at the school. It is the responsibility of volunteers to apply for, and obtain a valid WWCC. In addition to this, volunteers must recognise when the card has expired, and provide the school with a replacement card.

### **Policies, Procedures and Codes**

All volunteers must abide by all relevant school policies, procedures and codes. This includes being familiar, and in agreement with:

- Volunteers Policy
- Child Safety Policy
- Child Safe Code of Conduct
- Wellbeing Policy
- Procedures for responding to incidents, disclosures and suspicions of child abuse

Depending on the role, volunteers may be required to read and agree to other school policies. In such cases, this will be communicated during the Induction Training.

### **Values and Culture**

All volunteers must abide by the school values and culture as outlined in the Wellbeing Policy. It is expected that volunteers will work in collaboration with staff to ensure the school environment is safe, inclusive and respectful, and that respect is shown to members of the general public when assisting with off-campus activities and events.

### **Reporting Obligations**

All volunteers must be aware of their reporting obligations, including:

- immediately reporting any risks, hazards, incidents or injuries to a member of the leadership team;
- immediately reporting to a member of staff:
  - any concern or suspicion about the physical, psychological or emotional health, safety or wellbeing of a student;
  - any concern or suspicion about the inappropriate action or behaviour of any adult; and

- any concern or suspicion about any adult in the school environment (including employees, contractors, volunteers and visitors) regarding an allegation made under the Reportable Conduct Scheme.
- immediately report all student incidents and behaviour issues to the supervising teacher.

### **Information Sharing**

Volunteers must respect and protect the privacy of students, staff and families. Volunteers are likely to be exposed to personal information and sensitive situations. Any personal information volunteers become aware of because of their volunteer work must be managed sensitively.

Volunteers can share student information with relevant school staff to:

- support the student’s education, wellbeing and health; and/or
- reduce the risk of harm to the student, other students, staff or visitors.

It is the expectation of the school that volunteers will not discuss or share information about students, staff or families beyond the reasons outlined above.

### **Recordkeeping**

Volunteers must give all records to the supervising teacher before leaving the school premises.

### **General Expectations**

All volunteers are expected to:

- understand and fulfil your role as a volunteer to the best of your ability;
- comply with all reasonable requests given by a staff member;
- refer all student incidents and behaviour issues to the supervising teacher;
- be respectful when engaging with staff, students, family members and members of the general public;
- maintain and protect the privacy of others, in particular students and staff member;
- be an advocate for the school and community; and
- sign in at the Front Office upon arrival at the school, and must sign out prior to leaving the school.

### **Signature**

In my role as a volunteer at Newmark Primary, I agree to abide by the Volunteers Policy and Code and the other relevant policies, procedures and code (as outlined above).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_