



MAMRE ANGLICAN SCHOOL

VOLUNTEERS CODE OF CONDUCT

*Updated October 2018
Review 2019*

Code of Conduct for Volunteers

Mamre Anglican School values the contribution of all members of the School community in volunteering their time and effort.

To assist Mamre Anglican School in providing a safe environment and a positive educational climate, volunteers are expected to comply with the following guidelines:

Put Safety First

Volunteers must:

- Sign a 'Volunteer's Undertaking Form', complete a WWCC and supply their date of birth to the School Office
- The WWCC is checked by the Administrator (or other Principal's delegate) via <https://wwccheck.cyp.nsw.gov.au/Employers/Login>
- A copy of the undertaking form and the WWCC result are filed with the Administrator
- WWCC number, Clearance Date, Expiry Date and result are to be entered on Edumate which allows teaching staff to know if they can then utilise this volunteer in the classroom.

Volunteers should:

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

Have 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 the creation of an environment free from fear, harassment, racism or exploitation;
- Respect the cultures, beliefs, opinions and decisions of others;
- Take reasonable instruction from staff and not obstruct staff in the execution of their duties; and
- 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 or other use of profanities;
- Use non-discriminatory respectful and non-judgmental language;
- Maintain appropriate levels of confidentiality;
- Be aware of people's personal space;
- Be aware of their own body language; and
- Seek advice where appropriate.

Prohibited Conduct

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

- Smoke or use tobacco products;
- Use, possess, or be under the influence of alcohol;
- Use, possess, or be under the influence of illicit drugs; or
- Utilise their position to take advantage of any young person.