



NEWCASTLE
GRAMMAR
SCHOOL

Volunteer Code of Conduct

Policy Number (PN): 3.6.2.3

Volunteer Code of Conduct

Newcastle Grammar School aims to develop and maintain a safe and secure learning environment for all Students, Volunteers and Staff. The School expects all Staff and Volunteers to act in the best personal and educational interests of every child and to treat all Students equally with appropriate courtesy, sensitivity, tact, consideration and humility.

Please read this Code thoroughly and observe all School policies and directives when fulfilling the Volunteer's role and sign and date the Volunteer Declaration.

General Principles

Volunteers need to be aware of the limitations of the capacity in which they volunteer eg unless notice has been given and approved by the School, a volunteer should not offer advice or assistance to students in an area outside the area in which they volunteered to work.

Communication

- Sign in immediately upon arrival at the School Office and sign out on departure.
- Wear appropriate identification badges (as issued from the School Office).

Equity and Diversity

- Value others irrespective of race, religion, colour, age, gender or belief.
- Respect the cultures, beliefs, opinions and decisions of others.
- Treat all students, staff and visitors as unique individuals and respond to their beliefs, opinions, knowledge and experiences with appropriate courtesy, sensitivity, tact, consideration and humility.
- Use appropriate language that will not offend students, staff and other visitors.
- Actively discourage bullying, victimisation or demeaning humour by reporting to the responsible staff member.

Leadership and Discipline

- Act in a responsible manner that observes the volunteer's duty of care at all times, taking pride in all tasks undertaken.
- Refer all matters of concern to the supervisor of the activity. If the immediate supervisor is not available, please refer the matter to the Head of Primary or the Head of School.

Loyalty

- Support, be faithful to and honour the integrity of the School and its values of RISE (Respect, Integrity, Service and Excellence).
- Foster an environment that promotes wellbeing, happiness, health and trust in keeping with the ethos of Newcastle Grammar School.

Safety

- Put the safety of all students, other visitors and staff first in all their activities.
- Observe their duty of care to themselves and others.
- Avoid posing any health risk to others (ie fevers or other contagious situations).

WHS

- If you have any concerns with respect to safety, please inform your supervisor (a member of staff of NGS) immediately or ask one of the Office Staff to submit a Repairs and Maintenance request.
- Should an accident or incident occur the School's Incident Report Form is to be filled out before leaving the activity or as soon after as is practical.
- Follow all procedures to the best of their ability at all times.

- Take care when approaching students involved in physical activities such as ball games.
- Promote healthy and safe work practices.
- Report all injuries, illnesses, accidents and near misses immediately to the staff member responsible for the activity.

Welfare

- Value our role in ensuring the safety, privacy and confidentiality of all students, staff and other visitors.

Practical Tips

- Volunteers must avoid being alone with individual students in any circumstance.
- Ensure all unavoidable one-on-one work with a student is conducted in a public area or in a visible area such as in an office with an interior window or an open door so that another adult can be present outside the room as a witness.
- Maintain suitable sight lines, leaving doors and blinds open if working in a withdrawal room or other confined space.
- Do not accept expensive gifts from a student or give expensive gifts to a student.
- During excursions or sports activities, volunteers must not be the only adult in a bathroom, shower room, locker room or other dressing areas whenever students are using such facilities. If volunteers need to monitor the area or deal with discipline they must take care to leave the door ajar and call for another teacher or volunteer to assist.
- Avoid comments of a sexual nature and refer any questions of this type from a student to the teacher-in-charge.
- Never touch a student other than to provide first aid and this should be done only if qualified.
- Avoid contacting students outside of School hours by telephone, email or any other means.
- Do not seek the telephone numbers, home addresses, email addresses, personal webpage or any other contact information of students for any purpose unless required as part of your role as a volunteer, and then only with direct approval from the School and the appropriate parent(s).
- Do not use or distribute in print or electronic form any student photographs or personal information about students.

Child Protection

All Newcastle Grammar School volunteers will:

- Volunteers who engage in child-related activities **in a supervising role**, must provide a copy of an up to date Working With Children Check.
- Wear or show appropriate identification.
- Use only staff bathroom facilities.
- Maintain confidentiality outside of School.
- Share concerns about student welfare or safety with the staff member responsible for the activity, or if this is not possible, with the appropriate Head of School.
- Always provide a safe environment where all participants can be sure that boundaries will not be violated.
- Report any suspicions of child abuse to the Head of Primary or Head of School immediately. This can be in the form of an email to:
 - Alichia Dyer, Head of Primary alichia.dyer@ngs.nsw.edu.au
 - For the Head of School, Erica Thomas, please contact the PA to the Head of School, Kate Grogan, kate.grogan@ngs.nsw.edu.au or phone the Hill Campus and ask to speak to Erica Thomas.

ACKNOWLEDGEMENT

VOLUNTEER DECLARATION

I _____ (Please Print) **have read, understood and agree to comply with the terms of this Volunteer Code of Conduct.**

Signed

Dated