

WORKING WITH CHILDREN AND YOUNG PEOPLE

Code of Conduct for Volunteers and Visitors

Volunteers and visitors provide a range of services and support to schools. This may include interaction with individuals and small groups of students in a range of different activities.

To assist schools in providing a safe environment and a positive educational climate, volunteers and visitors are asked to comply with this *Code of Conduct*. This code of conduct has been formulated to clarify the type of conduct that is expected of volunteers and visitors participating in programs and activities supporting students in ACT public schools.

- Observe similar standards of behaviour and ethical conduct to those required of staff. For example, you are expected to act within the law, be honest and fair, respect other people (including students), and work to the best standard of your ability.
- Appreciate that teachers have a special duty of care for students, that cannot be delegated or transferred to others. Appreciate also that the principal is the spokesperson for the school.
- Appreciate that students have rights and aspirations. Treat students with dignity and respect.
- Observe confidentiality in respect of all information gained through your participation as a volunteer or visitor. All information held by schools should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, volunteers and visitors should not discuss nor disclose personal information about students, staff or students' parents or carers.
- Accept and follow directions from the principal/supervisor and seek guidance through clarification where you may be uncertain of tasks or requirements. You may need to familiarise yourself with the Directorate's policies and guidelines on particular issues.
- Observe safe work practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff and school administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to your supervisor/contact person, including incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of the resources of the school/Directorate.