



ST PATRICK'S PRIMARY SCHOOL GYMPIE

CAMP/EXCURSION VOLUNTEER

CODE OF CONDUCT

This Code of Conduct applies to all persons volunteering on camps and excursions within St Patrick's Primary School Gympie

- All volunteers should have participated in a Student Protection Induction. This is a package of materials that are provided to school volunteers to read and sign.
- All non-parent volunteers must undergo employment screening under the *Commission for Children and Young People and Child Guardian Act 2005* and hold a current Positive Notice Blue Card for volunteers.
- We believe all volunteers have a significant role in the work of the school. Volunteers have an integral part to play in providing a safe and enjoyable environment for young people.
- All volunteers must work under the direction of the class teacher and administration and should always report all issues regarding students to the staff before intervening.

Volunteers are expected to follow the principles of: <ul style="list-style-type: none">➤ Safety➤ Respect➤ Support➤ Ethical Communication➤ Ethical Conduct	Volunteers should: <ul style="list-style-type: none">➤ Behave honestly and with integrity➤ Act with care and diligence➤ Behave and dress appropriately
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Volunteers should think and act safety:

- Put safety first in all activities.
- Follow the safety procedures outlined by the school
- If a direct threat is identified, assist in the evacuation of the area and/or situation as quickly as possible.
- Contact and report to School Staff when confronted with a situation which you are unable to contend with or is beyond your role and responsibility.

Volunteers should treat students and staff with respect:

- Respect the rights of individuals and maintain an appropriate level of confidentiality.
- Treat everyone with courtesy, sensitivity, tact, consideration and humility.
- Assist in the creation of an environment free of fear, harassment, racism and exploitation.
- Respect the cultures, beliefs, opinions and decisions of others although you may not always agree.
- Take instruction from and not obstruct the responsible staff member in any way in regards to the execution of their duties.
- Report any illegal activity to the School's Administration or appropriate staff member.

Volunteers should use appropriate communication skills when engaging with students:

- Acknowledge the needs and concerns of the individual.
- Practice effective listening (For example ask open questions; be alert to non-verbal communication; stay calm and relaxed).
- Be aware of the young person’s physical space.
- Be aware of your own body language.
- Be judicious in making physical contact with young people
- Stay calm and relaxed.
- Be clear and consistent.
- Use non-discriminatory respectful and non-judgmental language.
- Seek advice whenever appropriate.
- As a volunteer, you must follow all instructions from the staff and School Administration. You should not engage directly with media representatives, and should refer all enquiries to School Administration.

Volunteers must not:

- Take any photos of other students without the permission of the staff present. These photos are only to be used for school purposes and not for sharing by any other means.
- Smoke or use tobacco products while volunteering and/or on school property.
- Use, possess, or be under the influence of alcohol at any time while volunteering and/or on school property.
- Use, possess, or be under the influence of illegal drugs at any time while volunteering and/or on school property.
- Condone the use of or provide any of the above substances to any students, employees or other volunteers
- Verbally harass or abuse any person or use profanity while volunteering and/or on school property.
- Utilize your position as a volunteer to take advantage of any young person.

Any breaches of this Code of Conduct will be dealt with by the school principal in the first instance and appropriate authorities will be contacted if necessary.

Should you have any questions with regard to any of the above you should contact the school Principal Mrs Susan Geaney in the first instance on (07) 5482 3293.

Camp and Excursion Volunteer Information Sign off
Original of completed sign off sheet to be retained by school

Iconfirm that I have been given the Camp volunteer Code of CONDUCT and I understand my responsibilities as a volunteer.

Volunteer’s signature.....Date.....

Principal’s signature.....Date.....