

## Volunteer Code of Conduct

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***This Code of Conduct applies to all persons volunteering within the Burgmann Anglican School community.***

Volunteers are an important part of the Burgmann Anglican School community. They enrich a range of learning experiences for students and often provide valuable links to the wider Canberra community.

To assist the school to maintain a safe learning environment, as well as a positive and supportive one, volunteers are required to complete the *Volunteer Declaration* and to comply with the *Volunteer Code of Conduct*.

At Burgmann Anglican School volunteers will:

- Act in a manner that is supportive of the school's ethos and values.
- Observe similar standards of behaviour, dress and ethical conduct to that required of staff. This means to act lawfully, honestly and respectfully; performing your duties to the best of your ability.
- Observe confidentiality in respect to information gained through their participation as a volunteer.
- Observe safe work practices and follow instructions given by staff.
- Report and incidents or accidents to their supervisor.
- Treat students with respect and endeavour to build positive and affirming relationships with other in the school community.
- Be familiar with school policies and guidelines on relevant issues (depending upon your role).
- Work under the direction of a staff member and seek advice from staff whenever appropriate.
- Possess current *Working with Vulnerable People* registration.

Any breaches of this *Code of Conduct* will be referred to the Principal for appropriate action.

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ACKNOWLEDGEMENT: This Code of Conduct was developed with reference to the ACT Education and Training *Code of Conduct for Volunteers*.

## Volunteer Declaration

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***For volunteers working within the school, or assisting on excursions, camps, co-curricular activities, etc.***

I \_\_\_\_\_ would like to volunteer my services at Burgmann Anglican School.  
I have read and understood the Burgmann Anglican School *Volunteer Code of Conduct* and agree to abide by it.

I have provided proof to the school of my *Working with Vulnerable People* registration.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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<b>Family Name:</b>	<b>First Name:</b>
<b>Daytime Phone:</b>	<b>Mobile Phone:</b>
<b>Email:</b>	
<b>Date of Birth:</b>	<b>Gender:</b>
<b>Relationship to the Student(s):</b>	

**I would like to volunteer my services in the following capacity:**

(Please tick the areas you are hoping to volunteer in)

- |  |   |
|--|---|
| <input type="checkbox"/> In class activities               | <input type="checkbox"/> Library helper                         |
| <input type="checkbox"/> External excursions               | <input type="checkbox"/> Professional Connections Program (PCP) |
| <input type="checkbox"/> Co-curricular sport coach/manager | <input type="checkbox"/> Other: _____                           |

# Volunteer Declaration

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**Staff member to complete:**

I have sighted the *Working with Vulnerable People* registration card for this person and a copy is attached to this form (both sides of the card are to be copied).

*Working with Vulnerable People* registration details:

<b>Registration Number:</b> _____	<b>Expiry Date:</b> _____
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**Name (print):** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For office use:**

Approved by: \_\_\_\_\_

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

WWVP Registration Details Recorded in Synergetic: \_\_\_\_\_

WWVP Registration Review Date: \_\_\_\_\_