



Volunteers have a special and deeply valued place in our schools and assist in many ways. Please take some time to read through and consider the following information to ensure your experience as a volunteer is safe and enjoyable.

VOLUNTEER CODE OF CONDUCT INFORMATION

Volunteers, we appreciate you:

- being proactive in ensuring the safety and wellbeing of all students.
- recognising that the supervising teachers are the ones responsible for the class and happily taking direction from them.
- working on specific tasks designated by the teacher as their assistant.
- willingly and enthusiastically participating in all activities while you are assisting.
- always remaining highly visible while interacting with students.
- clearly and confidentially communicating observations, concerns and suggestions at the appropriate time and out of students' hearing by communicating with supervising teachers, in the first instance, or the Head of School/ Principal as appropriate.
- being aware that spending too much time with or giving favour to particular children can cause concerns for others.

Please do not

1. Discipline students.
 - You may need to intervene if it is an issue of immediate safety.
 - Teachers will value your observations if you privately share directly with them.
2. Speak about students or any in-class observations to anyone other than the appropriate staff.
 - You will be privy to confidential information that should not be shared outside the context of the staff - volunteer relationship.
3. Engage in distracting conversations.
 - It is important that you demonstrate respect for the teacher and class by not engaging in distracting conversations in the room or within view or earshot of the room which do not pertain to the task at hand.

Volunteer Agreement:

- I will be proactive in ensuring the safety and wellbeing of myself and all of the students.
- I am prepared to take direction from the supervising teachers and will assume a general supervisory role if not allocated a particular task.
- I will display a willing and enthusiastic approach to all activities.
- I will remain highly visible while interacting with students.
- I will not be inebriated, bring or consume alcohol onsite or during school activities.
- When acting on behalf of the schools as a volunteer, I will only drive a vehicle with students in it where I have been expressly requested to do so. I will provide a copy of my licence to the school and will drive in a safe and legal manner.
- If I am in a situation where I am concerned about the behaviour or welfare of a student, I will communicate my concerns to the supervising teachers, rather than administer any consequences myself.

SAFETY AND WELLBEING

BOUNDARIES WITH STUDENTS

Volunteers are responsible for maintaining professional boundaries with students in all environments, including any online interaction through social networking or other sites or using other communication media including telephone, SMS and chat.

For more information on boundaries with students and other staff/student interaction policies please do not hesitate to ask your Principal.

REPORTING SUSPECTED ABUSE OR NEGLECT

By law, all adults in the Northern Territory MUST report ANY instance where they reasonably suspect child abuse or neglect. Reports are to be made to the NT Department of Children and Families, or to the Police.

If, as a volunteer, you develop a concern or suspicion about child abuse or neglect of a student you are strongly encouraged to go immediately to the Principal of the school so they can support you in understanding and fulfilling your legal obligation

The NT Christian Schools Mandatory Reporting Policy details this further and is available from your School Office.

WHAT DO I DO IN THE CASE OF AN ACCIDENT OR INCIDENT OCCURRING?

Please contact the School office:

- If you are hurt;
- If you witness an accident or incident occur.

You may be required to complete an Accident/Incident notification form.

The NT Christian Schools Reporting and Investigating Incidents Policy is available from the school office should you desire a copy for your information.

SCREENING

NT Christian Schools is required to ensure that all volunteers, contractors and anyone else involved in child related activities are appropriately screened in accordance with all legal requirements:

All volunteers at NT Christian Schools are required to have a current Working with Children Clearance (Ochre Card)

A Working with Children Clearance Application can be obtained from the following locations:

- The Working with Children website: <http://www.workingwithchildren.nt.gov.au/forms.html>

- Northern Territory Police Stations (for locations see www.nt.gov.au/pfes)

- SAFE NT: Ground Floor, 77 Smith Street (Chinatown Car park Building), Darwin NT

Please allow sufficient time for processing to occur. Ochre Cards take up to 6 weeks to process so you are encouraged to apply early.

As a volunteer a copy of your current Working with Children Clearance will be kept on file at your school office.



Please note: ALL areas across NT Christian Schools are smoke-free zones. This means there is a blanket ban on all smoking, which applies to staff, students, parents, visitors, tradesmen or anyone visiting the site.