



Volunteers Working with Students

Code of Conduct

The Living Waters Lutheran School's **Mission Statement** says that: *We aim to provide a Christ-centred education in a caring and diverse community that equips every child to develop their potential, so that they can shape and enrich their world. We are privileged to have many parents and volunteers assisting students, staff and the school as a whole to fulfil this 'Mission'.* The following are guidelines for volunteers who work with our students at school:

Confidentiality:

As a volunteer worker you may be privy to information that is sensitive or private and needs to remain at school. You are encouraged to discuss students and their work with the class teacher. Speaking to anybody else would be a breach of confidentiality.

Chain of Communication:

You need to follow the directions of the teacher at all times. You are there to assist them. If you feel that a parent needs to be made aware of an educational concern or the progress of their child, then it is always done through the teacher you are assisting. Any queries or concerns you receive from parents need to be directed by them to the teacher. Should you have questions or concerns, always see the teacher.

Discipline:

Our students are encouraged and expected to cooperate, be polite and well behaved. If this isn't occurring please discuss the matter with the teacher.

Expectations of students, parents, school and NT:

It is expected that students will feel happy in their school environments and safe from forms of physical, verbal and emotional abuse from other students or adults.

It is a pre-requisite for volunteers working with students to have an Ochre Card and to have completed a Protective Behaviours session. It is our responsibility to inform volunteers of Living Waters' and NT Government's expectations when working with students at Living Waters Lutheran School.

We would therefore ask you to complete and sign the section following:

I _____ (full name) have read and understand the expectations of a volunteer working with students at Living Waters Lutheran School and declare that I have not been involved in any criminal activity, especially involving children.

Signed _____ Date _____

The Living Waters Lutheran School Community, students, staff and parents thank you for volunteering to help our students. We appreciate greatly your skills, caring concern, time and efforts for the students. People like you help to maintain the excellent name of Living Waters Lutheran School. Thank you.

Eunice Stoll
Principal



RESOLVING CONCERNS

A Flowchart for Students, Parents, and Staff.
It is required that students have an advocate throughout this process.

