

### **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.

# WORKING WITH CHILDREN AND YOUNG PEOPLE - *VOLUNTEERS*

## Summary of Insurance Arrangements for Volunteers

The ACT Government provides a form of insurance cover for people who volunteer directly to the school as individuals, without financial gain or reward. Persons volunteering under the auspices of an organisation must have all necessary insurance cover from the sponsoring organisation.

### ***Personal Accident Cover***

Personal accident cover for volunteers between the ages of 16 and 80 includes defined benefits for accidental death and injury. Cover for volunteers 16 to 18 and 70 to 80 years of age is more limited. Cover excludes benefits which can be recovered elsewhere for example from Medicare. This is not workers compensation insurance.

### ***Public Liability Cover***

In addition, arrangements have been put in place to protect volunteers where a volunteer may accidentally incur legal liability for third party injury and/or damage to third party property. This covers all accepted volunteers. Volunteers aged 16 and 17 working with children must be supervised at all times by a Directorate employee. Principals must consider the suitability of a proposed activity for maximum age volunteers.

### ***Additional Cover***

Volunteers may also wish to consider whether they need to take out any additional form of insurance eg. the ACT does not insure clothing, personal effects or other property volunteers own or are responsible for.

### ***Sports Coaching***

Amateur sports coaches (i.e. non-professional) assisting schools are subject to the same arrangements for public liability and personal accident as outlined above providing they are declared as such by schools and the Directorate is advised. Schools will consider parent volunteers with appropriate skills and/or qualifications for these roles and will keep records identifying these volunteers, the times and dates of volunteer activities.

Professional coaches acting in a volunteer capacity are covered in the same way as above. Where they are paid for their services they must have their own public liability, professional indemnity (if required) and personal accident insurance, either from their professional association or the body they represent.

Sporting organisations may provide coaches for sporting activities in schools. These coaches should be qualified to teach the particular activity. Principals should both verify their qualifications with the relevant sporting organisation and check that adequate insurance arrangements, similar to those in the previous paragraph, are in place. Where volunteers in the category have difficulty in obtaining insurance, they may be included in the amateur sports category.

Where parents (or older students) are acting as volunteer coaches or referees the principal should check their qualifications and/or experience is adequate before allowing them to undertake coaching activities.

Inquiries regarding insurance should be directed to the Directorate's Risk Management and Audit section by phone on 6207 1974 or by emailing [ETDRMA@act.gov.au](mailto:ETDRMA@act.gov.au).

# WORKING WITH CHILDREN AND YOUNG PEOPLE -VOLUNTEERS

Volunteers providing services directly to and in support of students without financial gain or reward (includes individuals volunteering under the auspices of an organisation)

## Nomination Form – Information for Volunteers

### 1.1 PART 1 – PLEASE READ THIS FORM

ACT Public schools welcome volunteers and value the support they provide to schools, students and educational programs.

You must complete this Nomination Form before your first visit to the school. If you do not complete all sections of the nomination form the Directorate may not be able to accept your nomination to work with or close to students. The acceptance of the services of a volunteer and the termination of the arrangement is entirely with the discretion of the principal. In some circumstances, services or activities will be underpinned by a contractual arrangement or other appropriate agreements.

Please read this information sheet and the *Code of Conduct*, and provide all information required before signing the form. Please ask the principal of the school if you have any questions. You will also be required to complete a daily sign-in form on each occasion you enter the school.

The duty of care owed to students in ACT public schools requires that all persons working with students, including volunteers, promote a safe environment and a positive educational climate. You are asked to comply with the Code of Conduct.

To assist schools in providing a safe environment, you must consider before signing this document whether there is a need for you to possess and carry an ACT Working With Children registration card. From 7 November 2013, the *Working With Vulnerable People (Background Checking) Act 2011* requires volunteers who are engaged in a regulated activity such as an education service on more than 3 days per month or 7 days per year and who make contact with students under the age of 18 years to register with the Office of Regulatory Services unless they are covered by one of the exemption provisions in the Act. It is an offence to work with children without possessing a valid registration card unless covered by an exemption. There is no exemption applying to overnight camps for children.

If in doubt whether you are required to register with the Office of Regulatory Services, you should read the Directorate's Working With Vulnerable People guide *Information for Volunteers and Visitors in Schools*. This provides a much greater level of detail. Further information can also be obtained from the [Office of Regulatory Services](#) on 6207 3000.

Where a volunteer is not required to be registered to work with children by reason of an exemption under the Act, he or she must consider whether there are any serious convictions, circumstances or reasons that might preclude them from working with or near children and young people. They must discuss these with the principal before signing this document.

**1.1.1 NOMINATION FORM**

**PART 2**

Name of individual:

Contact address (street, suburb, state and postcode):

Contact details (phone, facsimile, email):

If you are assisting under the auspices of an organisation, name the organisation:

**PART 3**

The reason for nominating as a volunteer is to assist with or deliver identified activities or programs. Please note these programs and relevant date/s below.

Date	Program /activity
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**PART 4**

**INFORMATION ABOUT YOUR WORKING WITH VULNERABLE PEOPLE (WWVP) REGISTRATION STATUS**  
Please complete ONE ONLY of the sections 4A – 4D as well as 4E.

**4A**

Yes I have a valid ACT WWVP card with general Registration.....

**(SCHOOL REPRESENTATIVE ONLY TO COMPLETE)**

Expiry date of card     /     /20

Card Number:

Card sighted by:

Signature:

Name:

Date:     /     /20

**4B**

Yes I have a valid ACT WWVP card with a different category of Registration. I understand this may restrict the type of work I am able to do in the school. ....

**(SCHOOL REPRESENTATIVE ONLY TO COMPLETE)**

Expiry date of card     /     /20

Card Number:

Card sighted by:

Signature:

Name:

Date:     /     /20

**4C**

I do not yet have a WWVP card. I have applied for registration and have not withdrawn my application but the card has not yet been provided. I understand that until my WWVP card arrives I will have to work with a registered person at all times, and that when my card arrives I must have it witnessed and signed for by a representative of the principal before I can work unsupervised in the school.....

Date card applied for     /     /20

Volunteers signature:

**4D**

**I do not need a WWVP card as I believe I am covered by the following exemption under the Act (tick):**

- I will not be providing an education service.....
- I will not be visiting or volunteering at the school on more than 3 days per month or 7 days per year.
- I will not be making any form of contact with students during my visit to the school other than contact which is unexpected and/or incidental. ....
- Other exemption (please specify in next column.....

**Nature of exemption claimed or explanation:**

**4E**

**1.** If I am **NOT required** to carry a WWVP card, I understand that I will be required to declare, at every visit, that I have **NOT** visited or volunteered at this or any other school in the ACT for a TOTAL of more than 3 days in the past 28 days or 7 days in the past 12 months.....

**2.** If I **am required** to carry a WWVP card, I will have it in my possession at all times whilst on the school campus, and will show it on request to any responsible person.....

**3.** I understand I **am required** to sign in each time I visit the school as a volunteer . ....

**Volunteer’s signature:**

**PART 5**

**Code of Conduct / Insurance / Sign-In Agreements**

**Please tick boxes where appropriate:**

I have read the attached information in this form and the *Code of Conduct*.....

I have read the attached information about insurance for volunteers and understand that if I do not fall within the ACT Government’s insurance arrangements for volunteers, I will need to be covered by my sponsoring organisation.....

I am aware that I need to sign in the start time and finish time of each visit and report any incidents or injuries to the principal/delegate or supervising teacher .....

I understand I need to declare I have not exceeded the statutory number of visits per month or per year if claiming an exemption of limited frequency under the *Working With Vulnerable People (Background Checking) Act 2011*.....

**PART 6**

*Confidentiality Agreement*

I am aware that if I have access to sensitive and /or personal information about children, parents/carers or staff, I may be asked to sign a confidentiality undertaking and must not disclose or discuss this information with any third parties.....

Signed:

Date:

**We hope that your participation as a volunteer is enjoyable and rewarding. Thank you.**

**IPP2 Statement**

The Education and Training Directorate (the Directorate) is collecting the information on this form to facilitate the requirements of the *Working With Vulnerable People (Background Checking) Act 2011*. Information contained on this form is personal information and will be stored, used and disclosed in accordance with the requirements of the *Privacy Act 1988* and the *Freedom of Information Act 1989*.