

THE HILLS CHRISTIAN COMMUNITY SCHOOL INC.

VOLUNTEER CODE OF CONDUCT

1. Introduction

The Hills Christian Community School (HCCS) truly values the contribution of its volunteers.

This valuable contribution towards the school community, however, must still respect the boundaries of normal school operations. This is in most respects, similar to how we would expect a staff member to conduct their work within the School.

Volunteers at HCCS are expected to uphold and demonstrate personal qualities and behaviours which are consistent with the School's culture and Christian values.

Further, we anticipate a strong commitment is given to the safety and wellbeing of all children and confidentiality of all School business at all times.

2. Conflict of Interest

The personal interests of a Volunteer member, a Volunteer member's family, or the interests of an associated person must not be allowed to prevail over those of HCCS. To clarify this point, as a Volunteer Member (who may be a parent of students at the school), there must be a clear demarcation between their roles as a Volunteer and their roles as ordinary members and parents of students.

Volunteers should seek to avoid conflicts of interest wherever possible. Full disclosure of any conflict, or potential conflict, must be made to the Deputy Principal.

Where a conflict does arise, a volunteer must consider whether to refrain from participating in the debate or whether to be absent from discussion of the matter.

3. Confidential Information

Confidential information received by a Volunteer Member in the course of their duties remains the property of HCCS, and it is improper for any Volunteer Member to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the Principal or is required by law.

Volunteers must ensure that all records and files in their possession relating to or discussing HCCS operations are secure. This includes computer files, documents, e-mail, images, audio, video and/or other data that should not be accessed by unauthorised people.

Volunteers are responsible at all times for the physical security of confidential information. A reasonable approach to maintaining security of HCCS information must be used for HCCS matters.

4. Private Interests

A Volunteer must not take improper advantage.

Volunteers should not use sensitive information regarding HCCS operations, or any information acquired in the course of their work, for their own personal gain or for that of others, such as friends, relatives or associates.



Chris Riemann
Principal
1st February 2017

I acknowledge that I have read this document in full and understand my responsibilities as a Volunteer Member of HCCS.

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(Signed)

Name:

Address:

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Contact Number: