

CODE OF PRACTICE FOR VOLUNTEERS

Revised 21 September 2012

To promote excellence in service and maximise the quality of my experience as a volunteer, I will:

- Be committed to giving quality service that maintains and enhances the mission of the College.
- Treat the College affairs as confidential and are not to be discussed or disclosed to unauthorised persons or entities and undertake to preserve this confidentiality at all times during and after volunteering for the College.
- Actively accept opportunities for training and personal development.
- Carry out all the work I agree to do, responsibly and ethically.
- Speak out about any concerns, which might affect my work relationships or quality of service, to the Volunteer Program Co-coordinator or to a Leadership Team member.
- See myself as a valued team member with the right to contribute to decisions, which affect my work.
- Value and support other team members (staff & volunteers).
- Respect the teaching staff's time schedules by not seeking their advice on personal matters during their morning tea and lunch breaks.
- Attend on the days and for the time I commit myself to.
- If unavailable contact the staff member I am assigned to, giving a minimum of one day's notice.
- Complete and sign time sheets and wear my identification name badge at all times when on the College campus.
- Dress in modest and appropriate attire.
- Protect the College's documentations as the intellectual property of Suncoast Christian College and not to be copied or given to other persons without the written permission of the Principal.
- Endorse and understand that volunteering at Suncoast Christian College means work done in any organised context that is carried out without pay, benefits or entitlements and is of my own free will to benefit the College.

We value our volunteers and appreciate their commitment to Christian Education and the generous giving of their time & skills. Should you have any queries regarding the above please do not hesitate to contact Minnie Ford (Valued Volunteers Coordinator) on 5451 3600.