

CODE OF PRACTICE FOR VOLUNTEERS 2024

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

- be committed to giving quality service that maintains and enhances the mission of the College;
- comply with all relevant College policies, procedures and guidelines; and
- conduct myself in a way that is supportive to College staff and develops beneficial partnerships;
- read and agree to be bound by the College's Privacy Policy. All information that is accessed in the course of volunteering at the College is to be treated in the strictest confidence;
- treat College affairs as confidential, and not discuss or disclose College affairs to unauthorised persons or entities, and undertake to preserve this confidentiality at all times during and after volunteering for the College; and
- understand that any information concerning other parties within the College is considered confidential;
- sign in and wear an identification badge at all times when volunteering;
- actively accept opportunities for training and personal development;
- carry out all the work I agree to do, responsibly and ethically;
- discuss any concerns which might affect work relationships or quality of service, to the Valued Volunteer 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 and volunteers);
- protect the school community, its reputation and that of its members in speech and especially when engaging with social media;
- interact courteously and respectfully with staff, students and other parents at all times;
- respect the professionalism and time schedules of staff by not seeking their advice on personal or other College matters, especially at break times;
- attend on the days and for the time I commit myself to;
- if unavailable for a scheduled volunteering session, give a minimum of one day's notice to the supervisor;
- dress in modest and appropriate attire;
- protect the College's documentation as the intellectual property of Suncoast Christian College which is not to be copied or given to other persons without the written permission of the Principal;
- accept 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 your own free will to benefit the College; and
- not to post information, including photos about any school activities on any social media platform whilst in the capacity of a volunteer without the direct permission of the Activity Leader.

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