



Miramar Central School

Te Kura O Whataitai

Empowering Our Children

Tel: 04 939-0684, P O Box 15048, Miramar, Wellington 6233, 38 Park Road, Miramar, Wellington 6022
Email: office@miramarcentral.school.nz Website: www.miramarcentral.school.nz

Miramar Central School Volunteer Code of Conduct

Name:

Date:

This document outlines the Code of Conduct for everyone volunteering their services to Miramar Central School (MCS) as a volunteer. It covers your behaviour as a member of the Miramar Central School community, in any forum, meeting or private correspondence. If you cannot agree to any of these principles, then volunteering at Miramar Central School is not for you. Accepting the role offered assumes acceptance of these principles. All regular volunteers helping out daily, weekly or at school camp will require Police Vetting approval. This takes 2-3 weeks for the on-line procedure. Once this is complete and approved granted you will start your role as a volunteer. Thank you.

Be Considerate: You are working with others as a team so be considerate of how your actions or contribution affects your colleagues and the community as a whole.

Be Respectful: Treat all members of the community with respect. Everyone can make a valuable contribution to MCS. We may not always agree, but disagreement is no excuse for poor behaviour or poor manners. Avoid making conflicts about the work into personal conflicts. Debate should never include reference to someone's nationality, gender, religion or other personal characteristics. Should you need help to resolve the problem go to the Principal. At all cost avoid involving other members of the community.

If you are unsure, ask for help. Nobody knows everything and nobody is expected to be perfect. Asking questions avoids many problems, so questions are encouraged. Do not ask questions about school issues or request school or personal information about matters that do not concern you.

Step Down Considerately: Volunteers come and go. When you leave or disengage from the community, in whole or in part, we ask that you do so in a way that minimises disruption to the school. This means you should leave it to the Principal to tell people you are leaving and take the proper steps to ensure that others can pick up where you leave off.

Be Honest: Sometimes the hardest thing to say is "no" or admit you've forgotten to do something. Be honest with each other and yourself with regards to what you say and what you can realistically commit to.

Exercise Discretion and Confidentiality at Appropriate Times: Depending on your role, you will be privy to various levels of information. As a volunteer you are expected to keep all information that you become privy to confidential. This is required even after you have discontinued your service. Breaches in the area of privacy and confidentiality are taken very seriously by the School.

Conflict of Interest: When working in the school and using school resources or making decisions, you must do so only based on the best interests of the School and its community. If you have a situation or affiliation that might constitute or lead to a conflict of interest or might be perceived by a reasonable person in the community to be a conflict of interest, disclose this to the Principal as soon as possible. If appropriate, after discussion, you should remove yourself from the area in which you may have a conflict of interest.

The Last Bit

This Code of Conduct may change over time. You are expected to ensure that you behave with integrity at all times so that you do not breach the code. We really appreciate all the time and effort our volunteers put in and love having you in the school as part of our team. Please do not feel offended at being asked to agree to this code, however if you do, it is probably important for you to sign.

Volunteer signature: _____

ENDORSED

This volunteer has been recommended (endorsed) by _____

Endorser signature _____ Date _____

Principal signature: _____ Date _____

BOI Signature	G Mills	19-06-18
Principal Signature		19-06-18