



Carlton Gardens Primary School
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CODE OF CONDUCT FOR VOLUNTEERS

Welcome to Carlton Gardens Primary School! Volunteers are invaluable people within our school community and we would like to extend our gratitude and thank you for your support and help in our ensuring we deliver the best opportunities to our students.

As with all Primary Schools, we must abide by a Code of Conduct and restrictions under Victorian Government Privacy laws.

We aim to create a safe, nurturing and stimulating teaching and learning environment for our staff and students. Although student engagement is one of our primary core, CGPS will maintain its cheerful and vibrant nature, when the safety of all stakeholders is considered and protected.

As a volunteer at Carlton Gardens Primary School, we ask that you please:

- Enjoy yourself and our facilities.
 - Encourage our students and provide support by modeling and prompting them, giving them time to think, and then **praising** them for their efforts. Please refrain from simply 'doing' the work for them.
 - Set an example for our students by modeling appropriate behavior and attitudes within the school grounds.
 - Maintain the safety of yourself and the students you are working with. We take our Occupational Health & Safety Policy seriously and work within the rules.
 - Remember that privacy is important to all of us, and abide by the privacy rules, by keeping relevant information regarding students, staff and school matters confidential.
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PRIVACY AGREEMENT

This agreement is between and Carlton Gardens Primary School.

During and after my participation and support in the education program at Carlton Gardens Primary School, I agree to maintain the privacy of all students, staff and parents of Carlton Gardens Primary School. I am aware that I must not use any incident, knowledge or detail that may violate the privacy of others.

Signed (Volunteer)

Dated.....

Signed (Principal)

Dated.....