



Code of Conduct Practice Principles for Volunteers

We ask for all Volunteers to adhere to these standards in addition to our Policies and Code of Conduct when interacting with others at West Hawthorn Pre-school.

All volunteers must complete the West Hawthorn Pre-school Parent/Carers Volunteer Checklist & Acknowledgment Form prior to completing volunteer tasks.

Relationships with children

In their relationships with children, Volunteers will care for children by:

- Respecting the rights of all children
- Contributing to a service environment that is free from discrimination, bullying and harassment
- Speaking to children in an encouraging and positive manner
- Ensuring all interactions with children are undertaken in full view of other adults
- Informing children if any physical contact is required for any purpose and asking them if they are comfortable with this interaction
- Encouraging children to undertake activities of a personal nature for themselves and seeking a staff member's involvement if this is not possible e.g. toileting and changing clothes (parents /caregivers are not to help children in this way unless it is their child i.e. parents can only take their own child to the toilet, not other children)
- Ensuring that mobile devices are not carried while supporting classroom activities unless an exception (medical, family circumstances or other) is granted by the President or Pre-school Manager)
- Ensuring photos are not taken of any children unless requested by a staff member using a West Hawthorn Pre-school device.
- Understanding it is not appropriate to allow your own child or supervised group to have special privileges during the visit or excursion
- Maintaining confidentiality and discretion in any matters relating to the children
- Respecting the confidential nature of information gained about each child while participating in the program

Relationships with adults

In their relationships with other adults, Volunteers will be mindful of others by:

- Being respectful of and courteous towards others
- Respecting the cultural context of each family
- Respecting and following any directions given to me by staff
- Maintaining confidentiality and discretion in any matters relating to staff and other adults

See the West Hawthorn Pre-school [website](http://www.westhawthornpreschool.org) for all Policies and the Code of Conduct.