**Code of Conduct for Volunteers**

Rotorua Seventh-day Adventist School is committed to providing a safe and healthy physical and emotional environment for students, staff and visitors.

Our Code of Conduct Policy enables us to remind all parents, guardians, whanau and visitors to our School about the conduct expected of them.

**Our Code of Conduct Policy applies:**

* While at Rotorua Seventh-day Adventist School or at another venue where students or staff assembled for school purposes (such as a camp or sports match).
* To all conduct whether in speech or action or delivered through emails, texts, phone calls, social media or other communication

**Safety Statement:**

All staff including volunteers are likely to be police-vetted as part of the school’s policy of keeping our students safe.

**Vaccination Statement:**

The Public Health Vaccination Order makes COVID-19 vaccinations mandatory for anyone working onsite at a school or offsite who may come into contact with students. As a state-integrated school, we are required to comply with this order.

The vaccination order applies to:

* all school staff (teachers, support and other onsite staff)
* contractors
* volunteers including coaches, drivers, camp staff and field-trip helpers
* anyone else engaged to provide onsite services

This includes all volunteers for the school and anyone acting in any capacity with our tamariki when involved in any activity, both on and off-site, during and after school.

Schools are required to keep a Vaccination Register for all staff and others who come into contact with our students, and therefore all volunteers are required to complete our Vaccination Register, informing the school of their vaccination status.

**Statement of Authority:**

The Rotorua Seventh-day Adventist School Board is the occupier of the school premises by agreement with the Proprietor. There is no automatic right of entry to the ground other than by permission of the Board and/or agreement with the Proprietor. The Rotorua Seventh-day Adventist School Board has set this Code of Conduct as a condition of entry.

The school through the board may ask a person to leave the school premises by revoking their permission to be on the school grounds and then asking them to leave under section 3 of the Trespass Act 1980.

**Rotorua Seventh-day Adventist School expects parents, caregivers and visitors to:**

* Treat everyone with respect
* Work together in partnership with staff for the benefit of their tamariki
* Respect and demonstrate Rotorua Seventh-day Adventist School’s GROWTH values
* Set a good example for students at all times
* Follow appropriate and proper procedures to handle any complaints
* Work under the direction of staff or board members; volunteers will not initiate activities unless they have the permission of the principal or staff member in charge
* Adhere to other Rotorua Seventh-day Adventist School policies and procedures (such as Visitors, Smoke-free, Health & Safety) and any legal requirements.

**Examples of conduct that may contravene the expectations of a volunteer at school or at an EOTC event include:**

* Consistently placing unreasonable and excessive expectations on staff time or resources
* Insulting, abusive, or intimidating behaviour
* Physical aggression
* Harassment
* Deception/fraud
* Discrimination (for example based on ethnicity, belief systems)
* Smoking, vaping or possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and staff assembled for school purposes such as a school camp, excursion or field trip
* Pursuing a complaint or campaign, or making defamatory, offensive or derogatory comments, regarding the school, its board or any staff or students on social media or other public forums.
* Threats
* Bullying
* Profanity/offensive language/blasphemy
* Damaging or destroying school property

**As a valued member of our team supporting our staff, you have the right to:**

* Feel supported to do your role.
* Be informed of your safeguarding and child protection policies, procedures and responsibilities.
* Be listened to.
* Be involved and contribute to safeguarding and child protection decisions.
* Feel welcomed, valued and not judged based upon your race, gender, or ability.
* Be protected from abuse, bullying and harassment.
* Be supported to resolve conflicts.

In return, we expect all of our volunteers to follow this Code of Conduct, and the standards and behaviours contained within it. Should any staff member or volunteer who fails to comply with this Code of Conduct, prompt steps will be taken to resolve the matter. Any breach of these requirements may be subject to disciplinary action up to and including dismissal.

**Legislation**

Education & Training Act 2020, section 241

Trespass Act 1980, section 3

The Vulnerable Children Act 2014

Supporting Policies and Procedures: • Smoke-free Schools • Visitors • Harassment • Alcohol/Drugs and Other Harmful Substances and Other Harmful Substances

**Parent Declaration**

I confirm that I have read and understood the Code of Conduct and am signing this form on behalf of our family to confirm that we understand our responsibilities.

Learner Name: .............................................................................

Parent/Caregiver Name: ..............................................................

Parent/Caregiver Signature: .......................................................

Date: .......................................................

**Volunteer Declaration**

I confirm that I have read and understood the Code of Conduct and am signing this form to confirm that I understand my responsibilities.

Role ..............................................................

Name: ..............................................................

Signature: .......................................................

Date: .......................................................

Adopted by the Rotorua SDA School Board: January 26, 2021

Victoria Finch - Presiding Member