MOAMA ANGLICAN GRAMMAR
COMPASSION | RESPECT | INTEGRITY

CHILD PROTECTION ADVICE AND CODE OF CONDUCT FOR CONTRACTORS, VOLUNTEERS AND VISITORS

Information for Contractors, Volunteers and Visitors

Thank you for your interest in becoming a contractor, volunteer or visitor at Moama Anglican Grammar. As a school, we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with students at Moama Anglican Grammar.

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our children and young people are safe. This information has been given to you to ensure you understand what is expected of you while you are a contractor, volunteer or visitor in our school.

If you are unclear about any information provided, please contact:

Principal - Mrs Carmel Spry
Head of Secondary - Mr Jeffrey Scott
Head of Primary – Mrs Nici Deller

Code of Conduct for Contractors, Volunteers and Visitors

Moama Anglican Grammar values the contribution of all members of the school community in volunteering their time and effort.

To assist the school in providing a safe environment and a positive educational climate, you are expected to comply with the following:

- Observe safe work practices;
- Report any safety hazard;
- Follow reasonable safety instructions given by supervisors;
- Treat everyone with courtesy, consideration and humility;
- Take reasonable instruction from staff;
- Not obstruct staff in the execution of their duties;
- Use non-discriminatory respectful and non-judgmental language;
- Maintain appropriate levels of confidentiality;
- Seek advice where appropriate;
- Not utilise your position to take advantage of any young person.

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Working with Children / Volunteer Agreement

As a Volunteer of this school, you are expected to sign the *Working with Children / Volunteer Agreement*.

It is a requirement that you inform the Principal and / or Head of Secondary School or Head of Primary School. immediately if you become subject to any criminal investigation, caution or conviction.

This helps to protect you, as well as the young people in our School.

Moama Anglican Grammar has a *Statement of Commitment to Child Safety* and *Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct* available on our website at:

www.moamagrammar.nsw.edu.au

If you are worried about the safety of any child or young person at this School, you **must** report it to the Principal and / or Head of Secondary School or Head of Primary School.

What are my responsibilities?

All those who come in to contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

What should I do if I am worried about a student?

If whilst working with a student you become concerned about:

- Comments made by a student
- Marks or bruising on a student
- Changes in the student's behaviour or demeanour
- Other concerning observations

You **must** report it to the Principal and / or Head of Secondary School or Head of Primary School.