

West Spreydon School

Code of Conduct for Helpers

This code of conduct is for adults assisting on a voluntary capacity at school and/or on trips outside the school grounds.

The Code of Conduct is a safeguard for our pupils.

Please read thoroughly before signing:

To promote a safe and caring environment, I will display supportive actions towards pupils and staff.

1. All information and professional data are to be regarded as strictly confidential.
2. I will be an appropriate role model and demonstrate safe behaviours for the pupils to copy and learn from.
3. I will be punctual and reliable.
4. I understand that staff members are in charge at all times.
5. I declare that I have had / have not had a criminal conviction against the law.
(Adults who have had criminal convictions against the law must declare these to the Principal. In the event of a declaration the Principal in consultation with the Board of Trustees will decide if the applicant is able to be approved as a parent helper. This will be approached on a case by case basis.)

6. To ensure my safety and that of the pupils in my care, I will tick any of the following that may impair my role during supervision.

- | | | | |
|--|---|--|-----------------------------------|
| <input type="checkbox"/> Migraines | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Asthma | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Travel Sickness | <input type="checkbox"/> Dizzy Spells | <input type="checkbox"/> Chronic nose bleeds | |
| <input type="checkbox"/> Heart condition | <input type="checkbox"/> Colour Blindness | | |

Other (please specify below)

.....
.....

7. I must take care of school property.
8. I will never be alone with a child, and will ensure another adult is present or in view at all times.
9. I will adhere to Policies and Procedures(*Copies are available for reading in the office area.*)

Especially Note:

- Smoking
- Health and Safety
- Role Models
- Sexual Harassment
- Alcohol and Drugs

10. I have familiarised myself with any Risk Management forms provided for trips.

11. If I am unclear about any part of this Code of Conduct form, I will see the class teacher or Principal.

Thank you for reading our Code of Conduct. We appreciate your support in keeping our school children safe.

.....
(please print your name) (Please cross out one)

I do have / do not have a current physical or medical condition that may impair my role during supervision or place any person at risk.

(Please cross out one)
I declare that I have had / have not had a criminal conviction against the law.

I declare that I have read and understood the Code of Conduct and am able to comply with the requirements.

I will notify the office of any changes to the above information.

I declare that the information contained herein is true and correct

DECLARED AT CHRISTCHURCH: DATE:..... 20.....

Signed: Witness

1. I am a parent / Caregiver of Children's names: 1.....Room.....
2 Room.....
3Room.....
4 Room....

2. **Or** I am a volunteer helper (please tick)

All adults completing this Code of Conduct Form will be police vetted. See attached form.

West Spreydon School Authorisation to Disclose Information

The role the applicant will be acting in is that of:

I,
(Surname) (First Names)

.....
(Maiden or any other names used)

Sex.....(M/F) Nationality.....

Date of birth..... Place of birth.....

Residential Address

Suburb..... City.....

NZ Driver Licence number

authorise disclosure to West Spreydon School by New Zealand Police of ANY information that may be held by Police, including any interaction I have had with Police in any context or any information received by Police. I understand that this is not limited to conviction information.

Where that information relates to any record of criminal convictions I might have, I understand that it will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

Vetting can only be carried out with the consent of the applicants, as evidenced by the signature and date as follows:

Signed..... Date.....