
NON-EMPLOYED PERSONNEL WORKING WITHIN OTUMOETAI COLLEGE

RESPONSIBLE FOR REVIEW:	Board of Trustees
DEPARTMENT RESPONSIBLE:	Senior Leadership Team
DATE LAST REVIEWED:	August 2015
NEXT REVIEW:	August 2018

Rationale

Otumoetai College welcomes and encourages non-employed personnel to participate in a variety of specific tasks. College staff will identify tasks in consultation with non-employed personnel and in turn non-employed personnel will be supported in their participation.

1. Non-employed personnel will be given and asked to sign a code of conduct prior to commencement to which they must adhere to at all times.
2. Otumoetai College shall conduct a Police Check on anyone who has an involvement with the school's operation and / or contact with students and reserves the right to reject non-employed personnel from involvement with the school on the basis of the information contained within the Police Check being unsatisfactory to the college.
3. The College Senior Leadership Team through delegated responsibilities will be informed of all non-employed personnel who are contributing their time to college programmes.
4. In the event of perceived difficulties, non-employed personnel have access to any member of the College Senior Leadership Team who will follow good employment practice.
5. The College will ensure that non-employed personnel are fully insured in terms of the school's liability insurance.

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Signature (BOT Chairperson)

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Date

CODE OF CONDUCT FOR NON-EMPLOYED PERSONNEL

‘Thank you for volunteering your services to Otumoetai College. The College appreciates that it cannot continue all its operations without your support. Enjoy being a volunteer, adhere to all College rules, policies and the following considerations.’

All non-employed personnel shall:

1. At all times treat students and staff with respect, courtesy and honesty and respect the confidentiality of any information relating to them and their families.
2. Be a positive behavioural role model for students i.e. no consumption and / or supply of alcohol, tobacco or illicit drugs.
3. Encourage students in their efforts and assume a positive approach to discipline. If any issues arise, seek advice from staff.
4. Follow, or seek, safety instructions from the staff in all potentially dangerous situations e.g. outdoor education, use of chemicals etc.
5. Always be aware of the need to be responsible for the security of the school’s property, student property and your own property.
6. Avoid being alone and / or physical contact with an individual student as far as possible. Always be aware of how a situation can be construed and seek the presence of another person or ensure open doors.
7. Immediately report to the Principal or Senior Leadership Team any incident that caused you or any student(s) concern.
8. At all times when involved with College activities comply with all Health and Safety requirements and Vulnerable Children’s Act 2015 both on site and off site.

‘OTUMOETAI COLLEGE THANKS YOU FOR YOUR SUPPORT’

I _____ have read and understood this Code of Conduct and
agree to abide by it

Signed **Date**
Non-employed Personnel

Signed **Date**
Otumoetai College