**Volunteer Purpose Statement**

Volunteers make a highly valuable contribution to our school community and we aim to provide our volunteers with meaningful opportunities to contribute to the life of the school.

**Purpose of Position**

The purpose of a volunteer Events or Fete Convenor is to manage the planning and delivery of a specific school-based event.

**Volunteer Contribution**

Under the direction of the relevant staff member undertake tasks such as:

* Engaging with P&F and/or school staff to plan and deliver the school-based event
* Project manage the planning and delivery of the school-based event
* Ensure all relevant documentation including risk assessments, are completed and lodged prior to the event
* Ensure all volunteers have received all safety instructions and completed safety inductions

**Volunteer safeguarding responsibilities**

All volunteers must adhere to the Volunteer and Other Personnel Code of Conduct and the following standards of conduct in the course their engagement as a volunteer.

**DO**

* Promote the best interests and human rights of children and young people.
* Treat all children and young people with dignity and respect.
* Respect the diverse backgrounds, characteristics and beliefs of children and young people.
* Create environments that are inclusive and culturally safe for all children and young people.
* Listen and respond to the views and concerns of children and young people.
* Maintain proper personal and professional boundaries with children and young people.
* Respect and protect the privacy of children and young people.
* Actively manage risks to the safety and well-being of children and young people.
* Promptly report all abuse concerns, disclosures, complaints and incidents.
* Take prompt action to ensure the safety of a children and young people who may be at risk of abuse.

**DO NOT**

* Have unnecessary or unauthorised physical contact with a child or young person.
* Have unnecessary or unauthorised one-on-one contact with a child or young person (including online).
* Be excessively familiar or develop a ‘special relationship’ with a child or young person.
* Use abusive, obscene or sexual language towards or in the presence a child or young person.
* Show a child or young person sexual or pornographic images.
* Interact with children or young people while under the influence of liquor or drugs.
* Unlawfully supply a child or young person with liquor or drugs.
* Unlawfully disclose personal or sensitive information about a child or young person.
* Take or share images of a child or young person without full and proper consent.
* Unlawfully discriminate against a child or young person.

**Working with Children Check Requirements**

* All volunteers are required to hold a valid Working with Children Card (Positive Notice blue card), unless they are exempt. A volunteer who is a parent of a child attending the school is exempt.