



ELMWOOD SCHOOL

Volunteer Code of Conduct

All volunteers must:

1. Act in a manner that preserves and promotes the mission and values of Elmwood.
2. Appreciate that volunteer activities are done under the direction and supervision of Elmwood staff.
3. Act professionally at all times in their relationships with students, teachers, staff and the broader Elmwood community and ensure that all volunteer activities are conducted in a way that is safe, responsible and appropriate.
4. Avoid actions which disrupt the functioning of the school and the student experience.
5. Limit attendance at the School to completing volunteer functions. This ensures that volunteers do not disrupt classroom activities or otherwise cause a distraction for teachers, students and staff.
6. Disclose any interest or activity that may give rise to an actual or perceived conflict of interest.
7. Not use the influence of their role for any purpose other than carrying out their assigned or assumed responsibilities.
8. Not use the human, material or financial resources of the School, including social media outlets, to conduct personal business.
9. Respect the confidentiality of students, parents, volunteers and school staff.
10. Understand that any information collected, used, generated, and stored by Elmwood School including but not limited to student, instructional, financial, advancement or administrative information is strictly confidential and is to be used only in the performance of volunteer duties related to the school.
11. Not abuse their position to grant or receive preferential treatment or to request favours, gifts (except small tokens of appreciation), payments of any kind, or other benefits.
12. Not enter into any contractual or financial arrangements on behalf of the school. Only the Head of School and Director of Finance and Administration may sign contracts.
13. Always sign in and out of the school at either Junior School or Middle/Senior School Reception and wear the volunteer badge at all times.
14. Immediately notify the School if charged or convicted of an offence.
15. Abide by the Elmwood School Volunteer Policy.