



Volunteer Code of Conduct

Our volunteers play a significant role at Gilman by engaging alumni, students, parents, and friends through activities, programs, events, and individual outreach. Volunteers do not receive compensation and are not considered employees. However, Gilman volunteers are entrusted with our shared responsibility of providing a safe and nurturing environment for all students by maintaining appropriate professional, emotional, and social boundaries. All volunteers must comply with this Code of Conduct.

All interactions between Gilman volunteers and students must be appropriate, observable, and interruptible.

1. Volunteers must model positive behavior by embracing the Gilman Five (HONOR, INTEGRITY, HUMILITY, RESPECT, EXCELLENCE).
2. Volunteers must wear the Gilman volunteer badge while volunteering on or off campus.
3. Volunteers must immediately inform the Director of Parent Engagement of any conflicts of interest (business, political, personal etc.).
4. Volunteers must communicate with students in person only. Online, text, written, and social media communication with students is prohibited while acting as volunteers.
5. Volunteers must exercise caution and good judgment when photographing or videoing school-related events involving students. Some families have opted out of allowing their children to be photographed at school; to respect their wishes, volunteers should always check with a teacher FIRST before photographing any students. With permission and if appropriate, volunteers may take photos and share them with a teacher or staff member for school use/archival purposes. When serving in the capacity of a volunteer, parents should not share or post photos or videos of students to their personal social media accounts.
6. Volunteers must respect the privacy and reputation of students at all times. Confidential information received about a student, a student's family, or a school-related situation involving students shall only be shared with the appropriate Gilman School personnel.
7. Volunteers must not drive students to and from Gilman activities or sponsored events while acting as volunteers. This does not apply to activities outside of volunteering at Gilman.
8. Volunteers must not use inappropriate language, gestures, or signs with students or at a school activity.

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9. Volunteers must not provide students with alcohol, illegal drugs, prescription or OTC drugs, tobacco products, pornography, or other inappropriate material.
10. Volunteers must not engage with students in ways that could be perceived as grooming interactions. This includes: giving expensive gifts, granting special privileges or favors, purchasing or providing drugs or alcohol, sharing inappropriate material, engaging in adult discussions, keeping secrets, engaging in sexualized touch, tickling, and having private or ongoing interactions that are unobservable.
11. Volunteers must not engage in any inappropriate physical or sexual contact with students.
12. Volunteers must comply with all Maryland state laws regarding reporting suspected child abuse or neglect of a child. Gilman complies with such laws and cooperates with civil authorities investigating reports of suspected child abuse or neglect by anyone, including but not limited to School Personnel. Under Maryland law, any person who has reason to believe a child has been subjected to recent, ongoing, or past abuse or neglect must report the suspected abuse or neglect to civil authorities, even if the victim is now over 18 years old and even in cases where the perpetrator is deceased.
13. Volunteers must immediately advise the Director of Student Safety Oversight or the Head of School of any reports of suspected abuse or neglect involving a student, volunteer and/or Gilman School Personnel. The Director of Student Safety Oversight will assist the volunteer in reporting the suspected abuse or neglect to the proper authorities if necessary.
14. Volunteers must immediately advise the Director of Student Safety Oversight of any reports of violations of the Volunteer Code of Conduct, inappropriate behavior, communication, or material or grooming behavior involving a student, volunteer, and/or Gilman School Personnel.
15. Any questions regarding the Code of Conduct, Policies and Procedures, or other relevant concerns shall be directed to the Director of Student Safety Oversight, the Director of Parent Engagement or the Head of School.