



ANP Volunteers' Code of Conduct



Thank you for volunteering to assist at the Troy High All-Night Party (ANP). We value the contribution you can make to our school.

This Code of Conduct sets out the guidelines that we expect all our volunteers to follow. Please read through them carefully before signing at the end to say you understand and agree to abide by the Code, then return the signed copy for our records. We will make a photocopy to give back to you. Volunteers who feel they cannot fully abide by the guidelines within this Code should withdraw their offer of help.

1. Supervision

- 1.1 You should be supervised by a member of staff at all times when working with pupils, unless you have gone through the Troy School District Volunteer Background Check. Never work alone in a room with one pupil.
- 1.2 You should follow the guidance and instructions given by members of staff about your role in the activity that you are helping with.

2. Professional Relationships

- 2.1 At all times, you should maintain a 'professional' relationship with all graduates and staff. This will minimize the risk of any allegations of inappropriate behavior.
- 2.2 Permission should be sought from a graduate before physical contact is made. Even if you know some of the graduates very well you should limit physical contact with them, ensuring physical contact is only ever in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, and ethnicity.
- 2.3 If a graduate tells you something or you see something that concerns you this should be reported to administration immediately. If you feel what has been disclosed and/or witnessed is of a safeguarding nature which may be putting a graduate's welfare at risk, then this should be reported to:
 - a. Principal Remo Roncone, or in his absence
 - b. Assistant Principals Brian Zawislak, Dan House, or Melissa Curth.
- 2.4 Behavior management of the graduates is the responsibility of administration and should not involve volunteer helpers. If you are working with graduates who are misbehaving, please refer this to the administrators as soon as possible. Never try to reprimand or allocate punishments yourself.
- 2.5 You should act appropriately towards all graduates, parents, staff, and other volunteers, whatever their socio-economic background, age, gender, sexual orientation, disability, race, religion or belief. If you witness or experience bullying, harassment or discrimination, no matter who is the victim or perpetrator, you should raise this with:
 - a. Principal Remo Roncone, or in his absence
 - b. Assistant Principals Brian Zawislak, Dan House, or Melissa Curth.
- 2.6 If you have any concerns about following this guidance or are aware of any incidents that occur that may be misconstrued or give rise to concern, please talk to [NAME] (The Designated Safeguarding Lead).

3. Setting an example

All volunteer helpers at our school should be positive role models to the children, so we expect you to:

- 3.1 Dress appropriately for the school setting and the tasks and role you will undertake.
- 3.2 Talk politely and calmly to all graduates. Avoid sarcasm, demeaning or insensitive comments.
- 3.3 Never use inappropriate, offensive, or abusive language while on the school premises.
- 3.4 Never smoke in the school building or grounds as it is strictly prohibited to do so.
- 3.5 Promote and follow the classroom rules.
- 3.6 Never discuss subjects that are inappropriate for the age of the graduates to participate in, or listen to, including references of a sexual nature or 'gossip'/ sharing of information about staff, parents, or students.
- 3.7 Never be under the influence of drugs or alcohol when assisting as a volunteer.

4. Medical issues

- 4.1 The administration you are supporting should inform you of any pupils who have severe medical needs, so that you are aware of any symptoms to look out for. All medical information about pupils is strictly confidential and therefore only very limited information will be provided.
- 4.2 If a graduate requires medical attention, inform a member of the administration immediately. They will get a qualified first aider to attend to the graduate. Volunteers should not administer first aid except in an emergency.

5. If you are unable to attend

- 5.1 If you are due to help in the school, but are unable to do so because of illness or personal circumstances, please inform the school by calling (248) 823-2732 as soon as possible. Please use the phone messaging system if no one is available to take your call. This will help our chair people to adjust their needs if they know your support is unavailable. Do not send a substitute in your place.
- 5.2 All volunteers working with graduates must be at least 4 years removed from high school.

6. Confidentiality

- 6.1 All information you may hear or see about a graduate is of a **confidential** nature. You should not discuss any graduate outside of school that you have been working with directly or indirectly. This includes speaking to other parents about their child or other graduates, speaking to family and friends and posting messages online about your experiences in our school, e.g. on Facebook, Twitter, Snapchat, or via email. If other parents approach you for information, always explain that you are not allowed to discuss school matters with them and ask them to speak with administration if they require further information.

Signature

Date

Printed Name