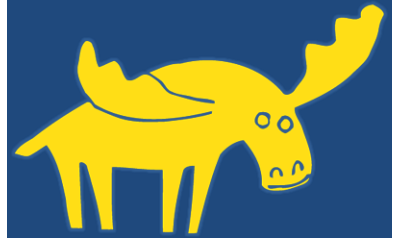


Values and conduct agreement

Melbourne Swedish Community School Association Inc.



For staff and
volunteers
working at the
school

Document Control

Table 1: Document Details

Abbreviation / Acronym	Description
Title	Values and conduct agreement
Version	2.0 RELEASED
Author(s)	Richard Cederberg
Last saved date	2017-11-11

Table 2: Reviews

Name	Title	Version	Review Date	Comment
Richard Cederberg	Chairman	1.2	2017-09-29	
Henrika Quinlan	Principal	1.2	2017-09-29	
Gina Burgedahl Ilievski	Committee Member	1.2	2017-09-13	

Table 3: Authorisations

Name	Title	Version	Authorisation Date	Comment
Henrika Quinlan	Principal	2.0	2017-11-11	Endorsed at the AGM
Richard Cederberg	Chairman	2.0	2017-11-11	Endorsed at the AGM

Table 4: Related Documents

Document Name	Location / Link / Comments
MSCSA Constitution (2017-11-11)	
MSCSA Charter (2017-11-11)	
MSCSA Role Descriptions (2017-11-11)	

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Values and conduct agreement

Introduction

The Melbourne Swedish Community School relies on the input of many staff and volunteers. This document serves as an agreement between the Melbourne Swedish Community School and any person who conducts paid or unpaid work for the school.

Definition

A Melbourne Swedish Community School volunteer includes all members of the School Committee, appointed working groups, as well as any other person who has been approved by the School Committee to act in a voluntary capacity for the school.

A Melbourne Swedish Community School staff member includes any person who is currently employed by the Melbourne Swedish Community School to act in accordance with an employment contract entered into with the school.

Anyone working for the Melbourne Swedish Community School as a staff member or as a volunteer must have a current "Working with Children Check"¹ if their tasks include contact with the students.

Service period

Each staff and volunteer position has an accepted timeframe for service and when taking on that position, the volunteer is agreeing to be an active, contributing member throughout that time period.

The Melbourne Swedish Community School Committee members serve in accordance with paragraph 4.5 of the Melbourne Swedish Community School Constitution.

All staff members of the Melbourne Swedish Community School will serve a time period as determined by their employment contract.

All other volunteers assigned to a working group or any other volunteer task for the Melbourne Swedish Community School will serve a time period as determined by the School Committee.

Duty of Confidentiality

All Staff and Volunteers are bound by a Duty of Confidentiality and are never to divulge any information pertaining to the Melbourne Swedish Community School, the students, their parents or guardians, staff members or volunteers without the explicit permission to do so by the School Committee.

The Duty of Confidentiality extends for 70 years beyond the end of the service period at the Melbourne Swedish Community School.

Resignations

If a staff member or volunteer wishes to finish their position earlier than the stipulated timeframe for that position, they need to resign in writing (email is accepted) to their working group chair person, or in the case of the School Committee, to the School Committee.

¹ <http://www.workingwithchildren.vic.gov.au/>

General

By signing this Agreement, I understand that:

- 1) I agree to observe all rules and conditions as set out in the:
 - MSCSA-Constitution (RELEASED 2017-11-11)
 - MSCSA-Charter (RELEASED 2017-11-11)
 - MSCSA-Role-Descriptions (RELEASED 2017-11-11)
- 2) With the exception of the Executive School Committee members, all School Committee, working group, and other voluntary roles are strictly voluntary. There is no financial compensation for voluntary work done on behalf of the Melbourne Swedish Community School nor is there any reimbursement of membership.
- 3) No Staff or Volunteer shall use these roles to promote their own business or products in any way.
- 4) All work performed by Staff and Volunteers shall be done with the best interests of the Melbourne Swedish Community School in mind, as Staff and Volunteers you are representing the school.
- 5) I agree to respect all Melbourne Swedish Community School documentation and intellectual property. I promise to treat all Melbourne Swedish Community School information and any information I discover in the course of my voluntary assignment, in a confidential manner.
- 6) I vow never to:
 - restrict information to any appropriate person within the Melbourne Swedish Community School,
 - breach the Duty of Confidentiality as defined in this agreement, or
 - provide access to Melbourne Swedish Community School information in an inappropriate manner
- 7) I also vow that at the end of my service period I will cease to use any access to the Melbourne Swedish Community School documentation and other access I have had as an Melbourne Swedish Community School Staff or Volunteer
- 8) I agree that breach of any of these conditions may result in a review by the School Committee of my volunteer capacity and / or membership and that their decision will be final and complete

Please complete, sign and return to the Melbourne Swedish Community School Administrator – svenskaskolan.melbourne@gmail.com

Value and conduct agreement

By signing this agreement you are accepting the guidelines as set out above.

Scope of Staff or Volunteer service to the Melbourne Swedish Community School:

- Chairperson
- Executive Committee Member
 - School Administrator,
 - School Coordinator,
 - Enrolment Officer, or
 - Bookkeeper
- Supplementary Committee Member
- Teacher
- Other unspecified (please indicate here the scope of the Staff or Volunteer position):

PLEASE PRINT CLEARLY

Full Name: _____

Business's Name: _____

START date for this Service Period: _____

FINISH date for this Service Period: _____

Signature: _____

Date: _____

Please return this signed agreement within 7 days to the Melbourne Swedish Community School by signing, scanning and emailing to svenskaskolan.melbourne@gmail.com

MELBOURNE SWEDISH COMMUNITY SCHOOL ADMINISTRATIVE USE ONLY

Date received by the Melbourne Swedish Community School: ____ / ____ / ____