

Primary

ETHICS



Guidelines for Volunteers

Everything you need to know before you start

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Welcome to Primary Ethics

Thank you for joining our team of skilled and enthusiastic volunteers, without whom Primary Ethics could not exist.

Each school week in NSW over 40,000 primary school students attend ethics classes due to the generosity of our volunteers and donors.

The overall aim of ethics classes is to help children develop a life-long capacity to make well-reasoned decisions on ethical issues. We hope our students will become informed and inquiring adults with the ability to recognise ethical issues and explore them with others in a considered, productive and respectful way.

In achieving this outcome, Primary Ethics recognises the significant commitment of both time and resources that our volunteering roles require.

Thank you for your contribution. We hope that your volunteering experience will be an enjoyable one.

Mission, goal and values

Mission To support children to develop skills in ethical reasoning, critical thinking and respectful discussion by enabling community volunteers to deliver ethics classes in public primary schools.

Goal To grow our program so that all parents have the option of choosing ethics classes for their child.

Values Primary Ethics is a child-focussed organisation valuing:

Respect

We respect the rights of parents and carers to make informed choices about the most suitable option for their child. We create learning environments in which children

practice respectful discussion. We respect the teaching environments and requirements of each school community and behave in a way that earns respect within each school community.

Integrity

We employ robust recruitment and screening practices to ensure the integrity of our volunteers and highest standards in child safety. We use a strong evidence base in the design of our curriculum and strive for continuous improvement. We are open and transparent about our teaching methods and curriculum.

Independence

We provide a secular learning environment in which students of all faiths or no faith can learn together. Our volunteer ethics teachers impartially facilitate discussions, supporting children to develop the skills to form their own judgements on ethical issues. Our curriculum is independently developed, reviewed and approved.

Excellence

Our teacher training and curriculum are continuously improved to ensure excellence in the classroom. We provide classroom support and ongoing training to help volunteers improve their classroom skills. We welcome volunteer, parent and school feedback to improve our training, curriculum, systems and processes.

Teamwork

In ethics classes children learn that ethical issues are more easily understood by talking with others than by thinking alone. Members of the school and broader communities work together to provide ethics education for children. We rely on volunteers, donors, corporate partners and many others working with us to make this program a reality — thank you!

Using these Guidelines

These are the Guidelines referred to in your Volunteer Engagement Form. They set out the policy requirements and responsibilities that volunteers need to follow to ensure the smooth running of ethics programs in schools. These Guidelines will be reviewed regularly and any updates will be communicated via the monthly Volunteer Bulletin.

Some situations simply won't fit squarely with the policy requirements set out here. If you have questions about how these requirements

apply to your circumstances please speak with your regional manager and seek the approval of a volunteering manager for any variation.

References

Throughout these Guidelines we refer to other documents or resources that provide additional information on a certain topic. Many of these you can access on the Document Library tab on your home page on the Primary Ethics Learning Centre: <https://primaryethics.cls.janison.com/>. Links are given where documents are located elsewhere on the web.



Contacting Primary Ethics staff

Our [small team of staff](#) is here to support you. Contact our office during business hours on 02 8068 7752 to talk to any of the Primary Ethics staff, or email us using the email addresses below.

Primary Ethics' office is located at Suite 408/24-30 Springfield Avenue Potts Point NSW 2011.

Evan Hannah	Chief Executive Officer	evan.hannah@primaryethics.com.au
Karen Lee	Training Manager	karen.lee@primaryethics.com.au
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Elizabeth Allen	Engagement & Administration Manager	elizabeth.allen@primaryethics.com.au
Coral Sturgess	Classroom Support Team (CST) Manager	coral.sturgess@primaryethics.com.au
Paul Lam	Administration Assistant	helpdesk@primaryethics.com.au

1 Primary Ethics volunteering roles

Refer to **Position Descriptions** for detailed information on these roles and their responsibilities. These can be found at <https://primaryethics.com.au/volunteer>.

Primary Ethics relies on a dedicated team of volunteers to not only deliver ethics classes but to also manage ethics programs in schools, including establishing ethics classes, liaising with schools and recruiting and supporting volunteers.

The incredible teamwork that occurs among volunteers is a strength of the Primary Ethics program.

Primary Ethics has four key volunteer roles.

Regional managers are responsible for managing the ethics program in schools in a region, including recruiting and supporting ethics coordinators, supporting teachers at schools without an ethics coordinator, helping to establish ethics classes in new schools and supporting volunteers throughout the region. Regional managers report to one of two volunteering managers (north or south).

Ethics coordinators are responsible for coordinating the ethics program in a school, including recruiting and supporting ethics teachers, liaising with the school, ensuring all volunteers meet Department of Education requirements and providing information to the community about ethics classes and volunteering. Ethics coordinators report to a regional manager.

Ethics teachers prepare for ethics classes using approved lesson materials, attend schools weekly to deliver ethics classes, facilitate discussion in the class and manage student behaviour. Ethics teachers report to the ethics coordinator in their school.

Classroom support team (CST) members visit ethics classes to observe lessons and help

ethics teachers develop strategies to assist them in their role. They aim to: visit each new teacher within the first 6 months, respond to requests for assistance and proactively visit classes in their area. The classroom support team reports to the CST Manager.

Combined and casual roles

Volunteers are welcome to take on more than one volunteering role and can do so by contacting the regional manager or a volunteering manager to ensure the necessary recruitment measures are put in place. Experienced ethics teachers who are no longer able to deliver weekly classes are encouraged to stay on as an ethics coordinator and/or casual (relief) ethics teacher or CST member to support other volunteers.

Casual ethics teachers provide much needed support to others. Ethics teachers tell us it takes at least 6 months after training to consolidate their classroom skills. For this reason, we do have some restrictions on casual teaching, which are designed to ensure consistency for children and quality in the classroom.

- Current ethics teachers are welcome to fill in on a casual basis within their school or in other schools
- Ethics teachers with at least 12 months' classroom experience are welcome to become casual teachers when they are no longer able to teach on a regular basis
- Ethics coordinators and regional managers are encouraged to become ethics teachers and are asked to teach weekly for two terms to consolidate their classroom skills before becoming casual ethics teachers.

Please speak with your regional manager or call the Primary Ethics office to discuss changing your role.

We ask that you formally resign from your role when you are no longer able to continue volunteering or let us know if you need to

take a break. Please email your ethics coordinator or regional manager and copy in helpdesk@primaryethics.com.au or phone the office. This will ensure we keep our authorised volunteer details current and it also gives us an opportunity to thank you for your volunteering effort and seek your

feedback on your volunteering experience. Returning to volunteering does not require you to reapply, just get in contact with the Primary Ethics office should you consider returning. You'll be advised on any refresher training you require to get up-to-date with your role.

Volunteer code of conduct

As representatives of Primary Ethics, all volunteers are expected to:

- Be respectful, professional and diligent
- Work collaboratively with other volunteers, Primary Ethics staff, school staff and school communities
- Act honestly, avoiding situations which may give rise to a conflict of interest or the perception of such a conflict

- Undertake any necessary training, and required reading including monthly volunteer bulletins and meet all compliance requirements
- Avoid any behaviour that could be perceived as harassment, intimidation, bullying, belittling or threatening, whether written or face-to-face.

In addition, to ensure that ethics classes are safe learning environments, all volunteers in child facing roles (ethics teachers and classroom support team members) are expected to:

- Be aware of the position of trust and increased obligations to model appropriate behaviour
- Deliver classes as set out in the approved curriculum and lesson materials without addition or omission
- Engage positively with all opportunities to review and improve teaching practice, whether through CPD programs or visits from the Classroom Support Team
- Not introduce any inducements such as food or gifts for students to attend, or to behave well, in ethics classes. If the school uses a reward system such as certificates or house points ethics teachers may participate however classroom management techniques that encourage children to value their own participation in ethics class will be more effective in the long run.
- Raise any concerns about the wellbeing or welfare of a student with the child's classroom teacher, the school principal or other appropriate school staff, as advised by the school
- Not name or otherwise identify students when sharing what was discussed in ethics classes, except as set out above
- Always know where the nearest school teacher is, should assistance be required
- Never leave a class unattended
- Always send two children together if there is a need for a child to leave the classroom
- Avoid being alone with a child in an unobserved location
- Employ a non-confrontational behaviour management style: never swear, yell, express anger, use actual or implied aggression, sarcasm or belittling of students or lose control
- Avoid and discourage physical contact with students

- Never attend school under the influence of alcohol or illegal drugs or smoke on school grounds
- Dress professionally and wear appropriate clothing (eg no shirts advertising alcohol, tobacco, gambling)
- Not use the role to develop relationships with students outside school.

2 Volunteering in schools

Parents/carers of children in NSW public primary schools have the option of selecting ethics classes for their children, as set out in section 33A of the *Education Act 1990*. Primary Ethics is the charity approved by the NSW Minister of Education to deliver these ethics classes. Primary Ethics provides volunteer recruitment, training and lesson materials to enable communities to deliver ethics classes to children within NSW public schools.

Child Protection

Primary Ethics is a child-safe organisation. Our policies and processes are designed to ensure the highest standards of child protection.

All volunteers undergo a criminal history check and an interview to determine suitability for the role. Volunteers also need to:

- Hold a current Working with Children Check (WWCC) from NSW Office of the Children’s Guardian
- Renew WWCC upon expiry (every 5 years)
- Undertake annual online training in child protection (compulsory for ethics teachers, recommended for all volunteers)
- Undertake behaviour management training (only compulsory for ethics teachers).

Primary Ethics is required to provide schools with a list of authorised volunteers. Only volunteers on the list are able to participate in delivering the ethics program. The lists contain name, contact details, date of birth and WWCC number for each volunteer. Volunteers need to be aware that schools use this information to check volunteers against the Department’s records of individuals who are not allowed to be employed or volunteer in a school.



Department of Education requirements

The NSW Department of Education provides information for schools on the management of ethics classes at <https://education.nsw.gov.au/religion-and-ethics>.

This section summarises the NSW Department of Education's requirements for Primary Ethics volunteers in schools.

Volunteers should be aware of the obligations of both schools and Primary Ethics volunteers as set out in these documents and summarised here.

Volunteer obligations

1. All volunteers must sign in and out of the school office
2. While on school grounds, all volunteers must wear a *Primary Ethics* name badge (if a visitor badge is also provided by the school then both must be worn)
3. Volunteers must carry photo identification while on school grounds and present it to school staff when requested
4. Only volunteers on the authorised list provided to the school by Primary Ethics can teach ethics (see page 8 for details).

Ethics teachers are given name badges in training, although all volunteers can download their combined name badge/ authorisation card by clicking the symbol on the Engagement Form tile in the Learning Centre.

School obligations

- Schools must brief volunteers on safety and operational procedures relevant to their roles
- Schools must provide a list of names of the students who are approved to be in ethics classes and include any information necessary to managing health or behaviour.

Schools and volunteers should meet in Term 4 to discuss organisation for the following year and to negotiate any changes.

Primary Ethics' obligations

Primary Ethics must:

- Submit an annual assurance to the Department of Education stating that all ethics teachers use only the approved curriculum, hold appropriate child protection checks and undergo regular child protection and classroom management training
- Provide an Authorised Volunteers List (AVL) to each school
- Regularly visit classes to support volunteer teachers and to ensure only approved lesson materials are used
- Publish the number of visits made to classes each year and the compliance rate for use of the approved lesson materials.

In addition to the Primary Ethics volunteer code of conduct (page 6) volunteers may wish to be familiar with the **NSW Department of Education Code of Conduct** (at http://www.teach.nsw.edu.au/documents/code_guide.pdf) which details the standards of behaviour volunteers can expect from school staff.

Primary Ethics volunteering managers Maria McCarthy and Steve Dolan can assist in liaising with schools. **The Ethics Coordinator Handbook** (in the Document Library) contains guidance too.

3 Primary Ethics policies on ethics classes

Student numbers and stages

Ethics classes are essentially facilitated philosophical discussions. Consistent with this, the curriculum is based on a community of inquiry learning model which depends on peer-to-peer interactions. For this reason, ethics classes need to contain a minimum of 8 students and no more than 22 students from the same educational stage.

The NSW Department of Education reviews Primary Ethics' lesson materials for age appropriateness, according to educational stage. Download the **The Ethics Teacher Handbook** from the Learning Centre Document Library for more detailed information about the learning model used in ethics classes.

Using lesson materials

Ethics teachers must use Primary Ethics' approved lesson materials in class as instructed.

Primary Ethics' lesson materials are protected by copyright. Volunteer ethics teachers are free to access, download and print lesson materials solely for the purpose of running an ethics class in a public primary school for students who have been opted out of scripture. The materials cannot be used in any other context without permission from the Primary Ethics Board.

Volunteers are not permitted to share lesson materials with anyone who is not authorised to use them. School teachers, principals and parents are permitted to view the materials but not to keep a copy.

Primary Ethics' systems are set up to prevent anyone who does not have an up-to-date Working with Children Check from accessing lesson materials. Please do not download or print lesson materials for a volunteer who is

unable to access the materials. This is an important child protection measure. If you are having trouble accessing the lesson materials please contact the Primary Ethics office for assistance.

Inquiries from schools, parents or the community about the lesson materials can be directed to the Primary Ethics office.

Behaviour management

Ethics students tell us that the thing they like least about ethics classes is when other students are behaving badly. Poor student behaviour, if allowed to continue, can result in a stressful volunteering experience and, potentially, safety concerns.

Ethics teachers receive training in approaches and strategies for managing the behaviour of students in ethics class. It is essential that ethics teachers make every effort to effectively manage student behaviour, whether or not a Department of Education classroom teacher is present. Behaviour management approaches are set out in the **Ethics Teacher Handbook**.

Ethics teachers can seek support by:

- Calling the Primary Ethics office to speak to the classroom support or training managers
- Working with their ethics coordinator to request assistance from the school
- Arranging a visit from a volunteer member of the Primary Ethics classroom support team.

School principals have a duty of care towards both students and volunteers. It is important that the school provides volunteers with enough support to ensure an effective ethics class. This could include providing:

- Information on how to manage particular behavioural issues that might arise within a class
- Advice on how the school expects volunteers to manage behaviour and

escalate any issues, including whether any aspect of the school's behaviour management program is available for use by volunteers

- A more suitable classroom space (for example, closer to where Department of Education teachers are located)
- A Department teacher in, or close to, the classroom
- A teacher to speak to students about expected behaviours in ethics classes.

Please note that volunteers cannot communicate directly with students' families about behaviour or any other issue. These communications need to be managed by the school.

Refer to the Ethics Teacher Handbook for more information on managing behaviour, including escalated responses. Attachment 1 contains a form that ethics teachers may wish to use to keep track of any concerns as this can assist when seeking advice.

Class and wait list data

Primary Ethics relies on ethics teachers and ethics coordinators to assist in keeping up to date records of ethics classes and waitlists. This helps Primary Ethics to:

- Understand the impact of our program
- Match new volunteer availability to schools with suitable class times
- Direct volunteers who do not specify a school to schools with waiting lists.

Ethics teachers have access to the class database on the Learning Centre. Each year, when a new class commences (even if it is the same class as last year) we ask ethics teachers to input their class details and to let us know about any changes through the year.

Ethics coordinators have access to the school waiting list database. For schools where information on waiting lists is available, we ask coordinators to put the waiting list data in at the start of each year and let us know if there

are changes (such as a new class reducing the waiting list).

This data, provided by volunteers, is the only state-wide record of the number of students in ethics classes. The NSW Department of Education does not monitor program participation. Thank you to all volunteers for enabling the public, the Department and decision makers to understand the scale of our program.

Visitors to ethics classes

Department of Education teachers are always welcome in classrooms during ethics classes. Their presence can be very helpful in managing class behaviour, however, school teachers should not involve themselves in the ethics class discussion. The **School Teachers' Guide to Ethics Classes** fact sheet, available at primaryethics.com.au/about-ethics-classes/information-for-schools/ and in the Document Library, provides information to assist school teachers to understand the peer-to-peer learning model and the practice of philosophical inquiry used in ethics classes.

Primary Ethics volunteers, classroom support team members or donors may wish to visit an ethics class. This can only occur with the permission of the school principal and should be arranged through the ethics coordinator for the school.

End of year

There is an optional end of year lesson designed for the last teaching week of ethics classes.

For insurance reasons Primary Ethics cannot support volunteers to hold end of year parties. There can also be difficulties when one ethics class has a party and another doesn't, putting pressure on ethics teachers who do not wish to hold a party.

We do understand that some volunteers feel strongly about having an end of year celebration of some kind. Talk to your school

principal about events that the school is willing to support that you can participate in as a school volunteer.

Providing **certificates** to recognise that students attended ethics classes is optional. If ethics teachers wish to provide certificates to students it is important to:

- Seek permission from the school to hand out certificates to students
- Check with the ethics coordinator to see what other ethics teachers in the school are planning (to prevent some classes receiving certificates and others missing out)
- Give certificates to all students, not just a few
- Use the certificate template in the Document Library
- Hand out the certificates in class, unless the school has indicated that the entire school will be receiving SRE/SEE certificates at assembly.



It is important to note that certificates serve only as a record of the attendance of each student in classes that year.

4 Primary Ethics organisational policies

Recruitment

All Primary Ethics' volunteer roles are skilled roles. As a child-safe organisation operating in schools we need to ensure volunteer suitability. The [position descriptions on our website](#) outline the requirements for each role. In general we ask that:

- All volunteers undertake a criminal history check to demonstrate they do not have a

history of violence, drug offences, sexual assault, indecency or fraud. If an applicant's criminal history check has a disclosable outcome, the applicant is asked to email an explanatory note to the CEO for review prior to engagement

- All volunteers obtain or hold a current Working with Children Check
- Applicants demonstrate through the application and interview process that they have the ability to undertake the role.

To ensure consistency of our program for both schools and children we do require our volunteers to commit to volunteer for us for a year. We do understand this cannot always be the case in practice but we ask volunteers to have this intention or to work with their ethics coordinator or regional manager to accommodate any planned breaks. New ethics teachers need regular weekly teaching to consolidate their classroom skills and build trust with the class. For this reason **we do not recruit casual ethics teachers**. Experienced ethics teachers and existing volunteers are encouraged to take on casual teaching roles as set out in the Combined and Casual Roles section on page 5.

The recruitment module in the Learning Centre contains a number of resources to support volunteer recruitment. Please use these resources to ensure that volunteer recruitment meets the necessary requirements.

Health and safety

To help make your volunteering experience at Primary Ethics both enjoyable and safe it is important to understand how to minimise risks to health and safety. Primary Ethics [Work Health and Safety Policy](#) is available on our public website (primaryethics.com.au/about/our-policies)

There are some important safety requirements relating to volunteers:

- Staff, trainers and volunteers need to consider their own and others' safety at any Primary Ethics event or workplace
- When volunteering at a school, you must sign in and out of the school office
- While on school grounds comply with the school's safety requirements
- While teaching, ensure your own safety and the safety of students in ethics class by
 - understanding the school's safety procedures
 - talking to school staff about any issues requiring particular management
 - reporting any safety concerns you have to school staff
- Keep up to date with the school safety requirements, including attending an annual safety briefing by the school
- If there is a safety incident or near miss report it to Primary Ethics using the incident report form attached and, if the incident or near miss occurred on school grounds, use the school's reporting system as directed by the school
- Don't attempt to supervise babies or young children while conducting an ethics class.

Volunteering for Primary Ethics is a generally low risk activity. Nonetheless, it is important to understand the potential risks and take steps to ensure your safety. For example:

- **Strain** due to moving chairs and small tables to set up class – ethics teachers and coordinators should work together with school staff to identify a way to set up the classroom without causing injury
- **Harassment** or bullying – contact the Primary Ethics office so we can support you should any incidents of harassment or bullying occur
- **Stress** due to the management of a class of children – volunteer ethics teacher training provides information on classroom management, see also the [Behaviour management](#) section of these Guidelines and the **Ethics Teacher Handbook** to

ensure behaviour issues are addressed early and support is provided.

Call or email your ethics coordinator, regional manager or the Primary Ethics office for support or if you have any questions or concerns about safety.

Complaints

Primary Ethics' [Complaint Handling Policy and Procedure](#) sets out how a complaint should be made and how it will be managed. The Document Library also contains a **Guidelines for Use** of the policy, providing further information for volunteers on how to make a complaint, seek support when making a complaint within the school and what will happen when complaints are made.

People wishing to make a complaint are encouraged to do so in writing directly to Primary Ethics as set out in the policy. They can view the policy here: primaryethics.com.au/about/our-policies

Volunteers are not expected to either receive or manage complaints and should direct complainants to the policy on the website or to complaints@primaryethics.com.au.

Parents and school teachers are best placed to assist any child who wishes to make a complaint.

Privacy

The Primary Ethics [Privacy Policy](#) is also located on our public website here: primaryethics.com.au/about/our-policies

Volunteers need to ensure that the personal information that is obtained for recruitment purposes is kept confidential and is only used for the purposes of informing a recruitment decision. Volunteer contact information can only be used for the purpose of delivering the ethics program and can only be shared with other volunteers with permission. This includes taking necessary measures to ensure the security of passwords used to log into our online systems.

In relation to child privacy, please do not identify students when talking to others about what was discussed in your ethics class. Simply say "one of the students said ..." rather than "Mia said..." The exception is when a child's comments give you cause to be concerned about their welfare in which case you should discuss this with the class teacher or school principal.

Promoting Primary Ethics

Guidelines for Promoting Primary Ethics and a range of **resources** are available in the Document Library.

We welcome your support in sharing information about Primary Ethics in your community and workplace. Our collective aim in promoting Primary Ethics is to:

1. Ensure that every parent and carer of a child in NSW primary schools is aware that ethics education is an option for their child
2. Highlight the unique volunteering experiences on offer and invite people to be involved
3. Involve businesses and organisations to support ethics education through
 - Workplace volunteering
 - Workplace giving
 - Donations or donation-matching
 - In kind support.

Promotion of Primary Ethics falls largely in the scope of the ethics coordinator (at school level) and regional manager (across a region), but other Primary Ethics volunteers are welcome to talk to their local volunteer ethics team or the Primary Ethics office if they'd like to be involved.

Primary Ethics is careful not to promote ethics classes to children. We also don't make any statements about ethics classes being superior to scripture. Parents and carers are best placed to make these decisions for themselves.

We do, however, promote the benefits of volunteering to parents and the wider

community and let parents know about our program as an option for their child/ren.

Media

Speak with our communications manager if you'd like to arrange a media opportunity. We can provide you with background information, key messaging or associated material such as high resolution photographs.

Volunteers are welcome to speak to the media about their volunteering experience or experience as a parent of a child in ethics. Volunteers are asked not to speak on behalf of Primary Ethics, however, so please direct any media enquiries seeking comment from Primary Ethics to the communications manager to be addressed by the CEO. Media releases must be approved by Primary Ethics if they are being sent out as an official release. Please let us know if you have anything published or broadcast so we can publicise it and include it in our media archives.

Social media

Primary Ethics' four key social media channels are [Facebook](#), [Twitter](#), [Vimeo](#) and [LinkedIn](#). Volunteers are encouraged to connect with us on these channels for updates, networking and to add their experiences and ideas.

Social media is one way to broaden the awareness of ethics education in the community and we encourage your participation. Please remember, though, not to publish photos or names of children, and that professionalism and the behaviour set out in the [Volunteer code of conduct](#) section also applies to online interactions.

The [Primary Ethics Facebook Volunteer Group](#), along with the forums on the Learning Centre, are places to connect with other Primary Ethics volunteers. Some regional managers use Facebook Groups to create online communities for volunteers in their area. Please email us to list your group or enquire about groups that may already exist so we can ensure new volunteers are aware of groups

relevant to them. Please email the communications manager if you are considering creating a group or any other presence on social media.

Social media is one channel to communicate with other members of your ethics team, but it's important to ensure there are other ways for those who choose not to use it.

Communications

The **Volunteer Bulletin** is the monthly email that all our volunteers receive. View past issues at bit.ly/volunteerbulletins.

You're also automatically subscribed to our **general supporter email** and **PrimaryEthics@Home**, our email for parents and carers.

Non-volunteers can sign up to both our general mailing list and PrimaryEthics@Home on the website primaryethics.com.au

Parents and carers can also be directed to the primaryethics@home info hub: primaryethics.com.au/parents.

We also encourage you to click **Follow** on the website homepage to get notified when a news item is published and follow the Primary Ethics social media channels.

Fundraising for Primary Ethics

Primary Ethics receives no government funding and relies on the generosity of donors to fund the costs of recruiting and training volunteers and developing lesson materials.

Primary Ethics uses an online fundraising platform to manage donations. Please encourage friends, family and colleagues to support Primary Ethics by directing them to the [donate page on our website](#).

You might also consider talking to your employer or organisations you are affiliated with about:

- **Donation matching:** where companies can agree to donate a specified amount

by matching donations received by Primary Ethics through our online fundraising platform.

- **Setting up a workplace giving program:** enabling your colleagues to donate regularly to Primary Ethics from their pre-tax salaries
- **Corporate sponsorship** or in kind support.

Other fundraising activities require an authority to fundraise from Primary Ethics. We'd welcome your fundraising ideas - please call the office to discuss.



Thank you

On behalf of the Board of Directors of Primary Ethics, the parents of the children you will teach and the large number of people in the broader community who support ethics education, thank you so much for volunteering. We hope your time with Primary Ethics is fulfilling and enriching.

Thank you too to photographers Mark Muirhead, Cathy Maher and David Williams for use of the photos included in these Guidelines, and to the volunteers and staff of Penshurst West, Parramatta East, West Pennant Hills, Lewisham and Ultimo Public Schools for assisting us to capture some images of ethics classes in action.

Attachment 1: Record of Behaviour Management Issues

Date	Student behaviour	Ethics Teacher response

Attachment 2: Incident Report Form

Name and role of person completing this form:
Signature of person completing this form:
Date:

Incident

Date and time of incident:
Name/s of person/s involved in the incident:
Description of incident:

Witnesses (include contact details):

Reporting of the incident to Primary Ethics

Incident Reported to:	Date:
How (this form, in person, email, phone):	

Follow Up Action

Description of actions to be taken:
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