



# CHRISTIAN COLLEGE VOLUNTEER AGREEMENT

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## Introduction:

Christian College appreciates the support provided by all volunteers. Many of the College's programs would not exist or continue without the support of volunteers.

Our College community relies upon the skills that each volunteer can provide. Staff at each campus will communicate the different opportunities open to parent/guardian volunteers, such as excursions, camps and other events.

In order to meet one of the College objectives of providing a Safe and Secure environment for students, staff and others associated with Christian College, we have developed a range of policies aimed at meeting this objective. Key objectives which impact on volunteers are our Occupational, Health and Safety Policy and the Working with Children Policy. Volunteers also need to be aware there is legislation in place under the Crimes Act 1958 for the protection of children from sexual abuse.

To ensure all volunteers are aware and agree to the conditions of working as a volunteer, Christian College requires each volunteer to sign this agreement prior to commencing work.

This agreement will remain in place for the whole time the volunteer remains a volunteer at Christian College, however, if there is ever the need to change the agreement a new agreement will need to be signed.

## Christian College agrees to:

- Provide for the orientation, and ongoing supervision of the volunteer which includes appropriate College policies the volunteer needs to be aware of, i.e., OHS and Safe Food Handling.
- Inform the volunteer, where possible, of all school schedule changes.
- Ensure access to a Christian College staff member who will be responsible for the overall supervision of students and/or the activity. Supervision will be based on whether it is a low, medium, or high-risk setting.
- Ensure that volunteers are neither responsible for the supervision of students or delivery of a program without a staff member's direction, nor be involved in any evaluation of students or school personnel or program.
- Ensure that volunteers are not given access to personal information regarding students or staff, unless it is essential to the performance of their duties.
- Ensure that all forms and personal information collected on the volunteer be treated as confidential, and will be collected, maintained, used, disclosed and disposed of in accordance with Christian College's Privacy Policy.
- Provide adequate insurance to cover the volunteer if injured while working as a Christian College volunteer. The volunteer will also be covered by adequate insurance if the volunteer should cause an injury or loss while working as a volunteer unless the injury or loss is as a result of a criminal or illegal act.

## As a Volunteer, I agree to:

- Provide Christian College with a current Working with Children's Card including evidence that the volunteer has registered Christian College as a reporting entity. If a registered teacher, a Victorian Institute of Teaching card or, if a current serving member of the Victorian Police Force a current registration number.
- Perform duties as assigned with no expectation of remuneration, except for any out of pocket expenses associated with the volunteer work.
- Notify the appropriate person at Christian College as soon as possible when circumstances necessitate my absence.
- Respect the confidentiality of all information about students, teachers and others, and ensure that this information is used only in the context of the volunteer activity and not for any other purpose.
- Neither discipline nor evaluate students, but report concerns to supervisor.
- Treat others with dignity and respect.
- Follow dress and behaviour codes as established by the school.
- Abide by all Christian College policies and procedures including OHS, Child Safety, Anti Bullying, Workplace Harassment and Anti-Discrimination Polices.

## Volunteer Details

Name in full: \_\_\_\_\_

Address: \_\_\_\_\_

Availability:  Class Room Helper  Campus Events  Excursions

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student 1 Details

Name: \_\_\_\_\_

Campus: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Classroom helper availability:  Monday  Tuesday  Wednesday  Thursday  Friday

## Student 2 Details

Name: \_\_\_\_\_

Campus: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Classroom helper availability:  Monday  Tuesday  Wednesday  Thursday  Friday

## Documentation Required

Working with Children's Check Number: \_\_\_\_\_ Expiry: \_\_\_\_\_

Copy of WWCC provided:  Yes  No

Victorian Institute of Teaching Number: \_\_\_\_\_ Expiry: \_\_\_\_\_

Copy of Victorian Institute of Teaching Card:  Yes  No

Victoria Police ID No: \_\_\_\_\_ Rank: \_\_\_\_\_