



# ST THERESE'S PRIMARY SCHOOL

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Cranbourne North. Vic. 3977

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## 2022 Volunteer Agreement

### Volunteers have a responsibility to:

1. undertake work induction and training as required
2. comply with the school's Child Safe Policy and Code of Conduct
3. work on tasks suitable to your skills and experience
4. keep school matters confidential. This relates to all aspect of school life but particularly in relation to students' academic progress and behaviour. This even relates to student's own parents. This is so important that if confidentiality is breached, volunteer work will cease.
5. be committed to the school's aims and objectives
6. part of the school's aim is to nurture the students' spiritual growth through the teachings of the Catholic Church. It is vitally important that volunteers don't undermine this at any time.
7. inform the supervising staff member when unable to undertake or complete a task
8. use appropriate information channels within the school when needing information, support, back-up, supervision or review
9. direct students to their teachers if they raise any concerns. Don't try to manage these yourself as that is the role of school staff
10. report any discipline issues to the teacher. It is not the role of the volunteer to discipline students
11. comply with Occupational Health and Safety Policies and Practices
12. always work within visual contact of a supervising staff member. At no time should you work one-on-one with a student in an isolated area of the school
13. if at any stage you feel uncomfortable about what you have been asked to complete, particularly in relation to child safety and your own safety, raise your concerns firstly with the supervising teacher
14. report any injuries sustained while volunteering to Colleen Johnson, Office Manager, on the same day of the injury
15. report any safety risks that you notice to the supervising staff member
16. sign in and out at the front office every time you volunteer
17. maintain a current Working with Children Check
18. provide required COVID-19 Digital Vaccination documentation
19. be aware that when volunteering you will be perceived to be representing the school so it's important that at all times you are respectful to all and behave in an ethical manner.

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

I confirm that I have attended a Volunteers' Induction session.

I confirm that I have received a copy of St Therese's Volunteer Agreement and that I understand the responsibilities of a volunteer at the school.

I understand that if I breach the Volunteers Agreement in any way, I may be required to cease my volunteer work.

I acknowledge and accept that I have been engaged as a volunteer of the school and that no payment will be made to me by the school.

I understand and accept that the school can cease the volunteering arrangement at any time.

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