



VOLUNTEER POLICY AGREEMENT

2019

ABERMAIN PUBLIC SCHOOL

(First name of volunteer) (Family name of volunteer) Gender: Male / Female

Date of Birth of Volunteer: ____ / ____ / ____ Related to student enrolled at Abermain Public School: Yes / No

(Residential address of Volunteer)

Suburb: _____ P/Code: _____

CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

In the course of volunteer work, individuals can come in contact with information that must be kept confidential at all times. Volunteers are advised that it is a breach of privacy legislation and guidelines to disclose any matters regarding the students and families, or the staff at Abermain Public School to any person who does not have a right to know. Any information used for reports, study assignments and assessment must be presented in a manner that does not identify the child, family member or staff member without the written permission of the parent/guardian, family member or staff member. Any breach of confidentiality will result in the immediate dismissal of the Volunteer.

RESPECTFUL COMMUNICATION

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school. Unacceptable behaviour may include but is not limited to aggressive and/or intimidating actions or language, treating members of the school community differently due to aspects such as their religion or disability and inappropriate and time wasting communication. To ensure the wellbeing of students, staff and the community in our school, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community, or in more serious case, referral to NSW Police.

SUPERVISION

Volunteers must **not** be alone with students at Abermain Public School at any time. They must ensure that another staff member is present at all times.

PHOTOGRAPHS

Volunteers must **not** take photos/videos of any student (other than their own) without the written permission of the parent/guardian, family member or staff member.

DECLARATION FOR CHILD RELATED WORK - APPENDIX 5 / APPENDIX 11

The *Child Protection (Working with Children) Act 2012* ("the Act") applies to all persons who are not related to an enrolled student and engage in child-related work (paid and/or voluntary). The Act requires a person must not engage in child-related work (that will ordinarily involve direct contact with children) without obtaining a *Working with Children Check Clearance* and completing an Appendix 11 (together with 100 points of identification) for clearance through the Department of Education prior to commencement of duties.

Parents/Carers and relatives of an enrolled student at Abermain Public School do not need a Working With Children Check clearance, however must complete an Appendix 5 form for clearance. Both forms are available at the school office.

WORK HEALTH & SAFETY (WHS)

The NSW Department of Education believes the provision of a safe working and learning environment for all is integral and essential to providing public education and other community services. All volunteers must report to the school office on arrival and sign in. Volunteers will receive an induction on their first visit to Abermain Public School which includes WHS Policy Summary, Emergency procedures, First Aid, and mandatory site requirements. When leaving the school for any purpose Volunteers must sign out at the office. Volunteers are not to enter the office or staffroom.

Volunteer Agreement

I, _____, have read and understand the policies and procedures relevant to my work as a Volunteer, the confidentiality and disclosure of information, respectful communication, supervision, photographs, child protection declaration and WHS policy as outlined above and I am prepared to abide by the policies, procedures and direction of Abermain Public School staff.

I am a relative of a child currently enrolled at Abermain Public School and have completed an Appendix 5 form and provided 100 points of identification

Student Name/s: _____

Relation to enrolled child: _____

I am not related to a child currently enrolled at Abermain Public School and have completed an Appendix 11 form, together with WWCC clearance number and provided 100 points of identification.

Date: ____ / ____ / ____

(Signature of Volunteer)