



# OUR LADY STAR OF THE SEA PRIMARY SCHOOL

## Responsibilities of a Volunteer

### Volunteers should be provided with:

- access to, or a copy of, the school/college's child-safe policy and code of conduct information on the school/college's policies and procedures
- induction and, where relevant, training
- copy of Responsibilities of Volunteer form
- information about communication lines within the school/college
- appropriate occupational health and safety protection
- out-of-pocket cost reimbursement
- suitable assignment
- appropriate work area and equipment for the assignment.

### Volunteers have a responsibility to:

- make an informed decision to work as a volunteer with a school/college
- undertake work induction and training as required
- comply with the school/college's child-safe policy and code of conduct
- work on tasks suitable to their skills and experience
- behave in an ethical manner
- keep school/college matters confidential, including those relating to students
- be committed to the school/college's aims and objectives
- inform the supervisor when unable to undertake or complete a task
- use appropriate information channels within the school/college when needing information, support, back-up, supervision or review
- be aware of the limits of their role within the school/college
- be aware of their duty of care to students
- comply with occupational health and safety policies and practices
- act as a member of the team
- maintain a Working With Children Check
- be aware of protocol when representing the school/college.

I confirm that I have read and understand the responsibilities of a volunteer of the school/college.

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

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

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

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