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Dear Valued Volunteer

**RE: VOLUNTEER POLICY AND APPLICATION - 2023**

Thank you very much for your interest and willingness to volunteer at our College.

In line with legislative requirements, please read the following Policy and complete the Volunteer Agreement and Suitability Declaration (Appendix A) as soon as possible. You will then be notified by a member of staff when the paperwork has been approved. The Declaration is valid for this calendar year only (2023) and we respectfully request that a new application be submitted each year. This ensures that our records are always current.

Your support to our College is valued and I know that the students enjoy the additional attention and assistance you will provide. Please ensure that you sign in at the Main Reception or at the Junior Reception for each period of volunteering.

Our volunteers provide a key role at our College and I am delighted that you have chosen to spend some time with our students.

Yours sincerely

**Geoff van der Vliet**  
**EXECUTIVE PRINCIPAL**

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## VOLUNTEERS POLICY AND GUIDELINES

ISSUED		LOCATED	T:\Admin\Executive\1.College Policies - All major College policies\College Policies		
REVISED	March 2019	Feb 2020	Feb 2021	January 2022 – KB edits	Feb 2022 EB edits
	July 2022 – EB edits Covid removed, Restricted Persons included	Aug 2022 – EB edits – include Blue Card for parents on camps overnight.	Feb 2023 – EB date change		

### 1 Philosophy

At Nambour Christian College we are grateful for the assistance of all volunteers and acknowledge the enormous contribution they make to further the vision of the College. Volunteers may have a wide range of interests and abilities that complement our school programs, thus providing a wider range of interactions and experiences.

### 2 Becoming a Volunteer

All volunteers must be made aware of their rights and responsibilities and are asked to sign a copy of this Policy and Guidelines document (Appendix A) to state they have read and understood its contents.

#### **First Requirements:**

- a) Positive Notice Blue Card (for Volunteers, other than parents).

**NOTE:** Parents attending overnight camps will need a Positive Notice Blue Card.

Volunteers, other than parents or those attending overnight camps, are required to submit copies of their current Positive Notice Blue Card to the Main/Junior Reception Office attached to Appendix A.

### 3 General Guidelines

The minimum age for volunteers is eighteen years of age, or fifteen years of age where work is undertaken as part of an educational or training program.

All volunteers

- other than parents, (or parents attending an overnight camp), must be in possession of a current Positive Notice Blue Card.
- must complete a Restricted Person Declaration (included in Appendix A).
- are expected to exhibit a friendly positive attitude and a willingness to take direction from their supervisor
- are entitled to a safe working environment.
- must report workplace injuries and workplace hazards to their supervisor as soon as possible.
- must work as members of a team and respect the functions and demands of paid staff.
- will generally be responsible for their own expenses and for providing suitable clothing and footwear.
- must disclose any medical condition that may affect their duties.
- are reminded that the College operates under a strict code of privacy and that all matters coming to the volunteer’s notice while on duty must be kept confidential (see College’s Privacy Policy).
- must not, under any circumstances, make any statement on behalf of the College to the media.
- are able to access processes under the Formal Complaints policy if necessary.

Volunteers are required to:

- sign in and out daily at the Main/Junior Reception and wear a “Volunteer” ID while on site.

- report to their supervising staff member on arrival.
- act positively and build relationships with staff and students in a supportive manner
- become familiar with classroom and school practices.
- set a good example of appearance and behaviour.
- show respect and treat others with dignity and respect at all times.
- be sensitive to the needs of students.
- refer students' concerns or behaviour issues to the supervising teacher.
- notify the school if unable to fulfil volunteer commitments.

Volunteers are not allowed to:

- work alone in unsupervised areas with a student.
- be involved with toileting unless accompanied by a staff member.
- use or enter students' toilets.
- mind a class in the absence of a staff member.
- have unsupervised contact with students during break times.
- encourage affection from or dependency in students.
- display bullying or intimidating behaviour including use of unacceptable language.
- disclose confidential student information to non-staff members (including student progress).

## 4 Other Considerations

### 4.1 Mandatory Notification of Child Abuse and Harm

All volunteers in schools are mandated notifiers of child abuse. This means that they must report any evidence of physical, sexual, psychological abuse or harm. Evidence could be:

- The child discloses.
- The child talks about abuse happening to someone else.
- Changes in behaviour or demeanour.
- Physical evidence such as bruising

Volunteers are required to consult their supervising teacher if they have any concerns.

### 4.2 Awareness to viral infections

- Maintain social distancing:
- Stay at home if sick
- Follow good hygiene practices (washing hands regularly and/or using hand sanitiser)
- Adhere to specific instructions outside classrooms, as directed by signs and/or staff
- Understand that protocols may change with little or no notice

### 4.3 Workplace Health and Safety

- Student illness and first aid is handled by the teacher.
- Any unsafe areas, equipment or situations should be reported to the supervisor.
- Alcohol and smoking is prohibited at all times on school property.

### 4.4 Emergency Procedures

Evacuation and lock-down procedures are posted in each room of the school. Volunteers should ensure they are familiar with these procedures. When working with students away from their classroom always evacuate them to the assembly area (Junior oval).

### 4.5 Behaviour Management

- Behaviour management of the class and students is the responsibility of the teacher.
- Volunteers assist teachers by following classroom behaviour processes

## 5 Cancellation of Agreement

When concerns arise about a Volunteer, opportunity to remedy the problem will be offered wherever appropriate. A Volunteer's Agreement can be cancelled at the discretion of the Principal and where the volunteer:

- Fails to follow requirements outlined in this policy.
- Behaves towards students, parents, staff in a manner deemed inappropriate or improper.
- Repeatedly fails to meet commitments without notice to the school.

**VOLUNTEERS TO PLEASE COMPLETE AND RETURN THIS SECTION TO THE MAIN OR JUNIOR RECEPTION**

**Appendix A**

**VOLUNTEER AGREEMENT AND SUITABILITY DECLARATION**

As you can appreciate, the College is required to comply with Child Protection, Privacy and other legislation in order for us to fulfil our obligations. Kindly respond to the following questions.

I have read, understood and agree to the conditions outlined in the Volunteers Policy and Guidelines (above), and to work as a Volunteer at Nambour Christian College in the area/s of:

- .....
- .....

I confirm that I have not been charged/convicted of any criminal offence. I further acknowledge that there is no legal or moral impediment or undisclosed medical condition that may affect my suitability to work/volunteer with children at Nambour Christian College.

**PART ONE**

**Tick whichever is appropriate (choose one option):**

**For Parents:**

- a) volunteering **during the day**: I confirm that I **am** a parent/legal guardian of a child/ren enrolled at Nambour Christian College and as such I understand that I am exempt from completing a Blue Card Application Form with Blue Card Services, Working with Children Check.
- b) volunteering **at an overnight camp**: I confirm that I **am** a parent/legal guardian of a child/ren enrolled at Nambour Christian College attending an overnight camp. Therefore:
- My Blue Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_  
(provide a copy if possible, or request copy taken by College Staff)

**or**

**For Volunteers other than Parents:**

- c) I confirm that I **am not** a parent/legal guardian of a child/ren enrolled at Nambour Christian College. Therefore:
- My Blue Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_  
(provide a copy if possible, or request copy taken by College Staff)
  - I have included my address details on the form *(these details are only used for the purpose of inviting you to the annual Volunteers Morning Team)*

**PART TWO**

Nambour Christian College has a responsibility to ensure that all commencing and continuing individuals, working or volunteering with children, at the College are not a **Restricted Person**.

A **Restricted Person** is a person who:

- has been issued a negative notice, or
- has a suspended blue card, or
- is a [disqualified person](#), or
- has been charged with a [disqualifying offence](#) which has not been finalised.

**Tick to confirm the following declaration:**

- I confirm that I **am not** a Restricted Person. I understand it is an offence to start or continue working or volunteering in restricted employment if I am currently, or have become, a restricted person. I will cease all child related work immediately and notify the College if my circumstances change.

Volunteer Name: ..... Phone Number: .....  
 Signed: ..... Date: .....  
*(if not a current Parent) Address: .....*  
*(if not a current Parent) Emergency Contact Name: ..... Phone Number: .....*

**Office Use Only:** Please confirm details are valid and verbally confirm with the Volunteer as soon as possible.

School Representative Name: ..... Position: .....

Signed: ..... Date: .....

## **Restricted Person Information**

Nambour Christian College has a responsibility to ensure that all commencing and continuing individuals, working or volunteering with children, at the College are not a **restricted person**.

As of the 31 August 2020, Blue Card Services have made changes which mean certain individuals are no longer able to rely on the current exemptions to work or volunteer with children.

The amended legislation introduced 2 new terms—**restricted person** and **restricted employment**. It is now an offence for a **restricted person** to commence or continue working or volunteering in **restricted employment**.

A **restricted person** is a person who:

- has been issued a negative notice, or
- has a suspended blue card, or
- is a [disqualified person](#), or
- has been charged with a [disqualifying offence](#) which has not been finalised.

**Restricted employment** refers to the situations or exemptions that allow a person to work with children without a blue card. These include:

- a volunteer parent;
- a volunteer who is under 18;
- paid or unpaid staff who work in child regulated employment for not more than 7 days in a calendar year.

If you are a **restricted person** it is an offence for you to commence or continue working or volunteering at the College. The maximum penalty is \$66,725 (500 penalty units) or 5 years in prison. It is also an offence for the College to engage or continue to engage a **restricted person**. The maximum penalty is \$26,690 (200 penalty units) or 2 years in prison.

If you become a **restricted person** whilst working or volunteering at the College you must cease all child related work **immediately** and notify the Head of Business Operations that you are no longer able to work or volunteer for the College/