

Responsibilities of Volunteer Form

– Holy Rosary Heathcote



Responsibilities of a Volunteer

Volunteers should be provided with:

- Access to, or copy of, the school's child-safe policy and code of conduct information on the school policies and procedures
- Induction and, where relevant training
- Copy of Responsibilities of Volunteer form
- Information about communication lines with the school
- 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
- Undertake work induction and training as required
- Comply with the school's child-safe policy and code of conduct
- Work on tasks suitable to their skills and experience
- Behave in an ethical manner
- Keep school matters confidential, including those relating to students
- Be committed to the school's aims and objectives
- Inform the supervisor when unable to undertake or complete a task
- Use appropriate information channels within the school when needing information, support, back-up, supervision or review
- Be aware of the limits of their role within the school
- 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

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

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: _____