



ST. MARY'S COLLEGE SEYMOUR

VOLUNTEER DETAILS and ACKNOWLEDGEMENT

(PLEASE COMPLETE AND RETURN TO BUSINESS MANAGER AS SOON AS POSSIBLE)

NAME :

DATE OF BIRTH:

WORKING WITH CHILDREN CARD NUMBER:

EXPIRY DATE:

(Please provide copy of current card and register St Mary's College as an interested party at www.workingwithchildren.vic.gov.au)

COMMENCEMENT DATE:

RESIDENTIAL ADDRESS:

POSTAL ADDRESS:

PHONE NO:

NAME OF EMERGENCY CONTACT:

PHONE NO:

VOLUNTEER ROLE/S (Please tick)

- | | | |
|--|-------|------------|
| <input type="checkbox"/> CLASSROOM HELPER | CLASS | SUPERVISOR |
| <input type="checkbox"/> EXCURSION | CLASS | SUPERVISOR |
| <input type="checkbox"/> SPORTS EVENTS | | |
| <input type="checkbox"/> CANTEEN | | |
| <input type="checkbox"/> OTHER (PLEASE DESCRIBE) | | |

ACKNOWLEDGEMENT

I confirm that I have read and understand the responsibilities of a volunteer of St Mary's College. I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.

I have read and understood the St Mary's College Child Safe Policy, Code of Conduct and Catholic Education Commission of Victoria Commitment to Child Safety (available on the College website).

I acknowledge and accept that I have been engaged as a volunteer of the College and that no payment will be made to me by the College and that the College can cease the volunteering arrangements at any time.

I understand that I may be required to undertake induction or training prior to commencing volunteer work at the College.

Signature: _____

Date: _____



St Mary's College Responsibilities of a Volunteer

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 College's child-safe policy and code of conduct
- work on tasks suitable to their skills and experience
- behave in an ethical manner
- keep College matters confidential, including those relating to students
- be committed to the College's aims and objectives
- inform the supervisor when unable to undertake or complete a task
- use appropriate information channels within the College when needing information, support, back-up, supervision or review
- be aware of the limits of their role within the 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 College.