



DEFINITION

Volunteer: any visitor to the School, including parents, volunteers, workshop presenters, guest speakers, contractors, peripatetic staff and all other visitors. A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement of incidental costs, performs a task at the direction of and on behalf of St Columba Anglican School. A volunteer must read and assent to the Schools Code of Conduct for Volunteers. Unless specifically stated, volunteers shall not be considered as employees of St Columba Anglican School.

Contacting Other Volunteers

Occasionally, volunteers might need to contact other volunteers with regard to their activities with St Columba Anglican School. The School expects all such communications among volunteers to follow standard professional practice. School staff will not share contact or other personal information about a volunteer with another volunteer without the express consent of all parties involved.

Screening

Volunteers assisting in areas where their own children are not involved must seek application for and obtain a Working With Children Number. Verification must be obtained by the school prior to any volunteering duties being undertaken.

Representing St Columba Anglican School

Volunteers are asked to not contact organisations or individuals on behalf of the School. Prior to any action or statement that may significantly affect or obligate St Columba Anglican School, volunteers must obtain approval from the School Principal. These actions may include, but are not limited to, public statements to the press, lobbying efforts with other organisations or any agreements involving contracts, resources, finances, or other obligations.

Ending Your Volunteer Role

Continuity and a degree of certainty help build our students' sense of security. Activities, such as reading groups, are long term and strategic in nature. The School generally asks these volunteers to provide their services for at least an entire term. You can cease volunteering with St Columba Anglican School upon the completion of any volunteer task, or when you are not currently engaged in a task.

Dismissal of a Volunteer

Volunteers who do not adhere to these guidelines or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the Principal. Possible grounds for dismissal include, but are not limited to: committing a reportable offence; gross misconduct or insubordination; theft of property or misuse of School materials; abuse or mistreatment of students, staff or other volunteers; failure to abide by School policies and procedures; and, failure to satisfactorily perform assigned duties.

Copyright/Ownership Issues

Materials produced by volunteers for St Columba Anglican School, including newsletter articles, graphics materials, etc, become the property of St Columba Anglican School upon submission.

Insurance and Liability

Volunteers may be protected under Insurance Policies held by St Columba Anglican School. Such coverage may only exist while volunteering on behalf of St Columba Anglican School and under the direction of School staff.

Volunteers are expected to understand the inherent risks of volunteering with St Columba Anglican School. Further, volunteers hereby waive any claims against, indemnify, and hold harmless St Columba Anglican School, its respective officers, employees, representatives and volunteers from any and all liability, including legal fees that may result from illness, personal injury, property damage or wrong doing resulting from their involvement with the School.

Volunteers Under 18

Volunteers under the age of 18 years must have a parent or legal guardian co-sign this Code of Conduct for Volunteers Declaration in order to volunteer at St Columba Anglican School. Volunteers under the age of 18 years must also share any other volunteer orientation materials with their parents. Parents are invited to call or email the School (info@scas.nsw.edu.au) with any questions.



VOLUNTEERS DECLARATION FOR CODE OF CONDUCT ST COLUMBA ANGLICAN SCHOOL

I have read, understood and undertake to follow all aspects of the St Columba Anglican School Code of Conduct for Volunteers as a condition of my providing services to students of the School. I understand that, as a volunteer working with students, I may be asked to provide suitable references that may be checked by School staff.

I understand that a violation of this Code of Conduct may result in cessation of my involvement as a volunteer. By signing this declaration I give the School assurance that I have not:

- been dismissed from any employment or voluntary work on the grounds that I was involved in improper conduct of a sexual nature with a student or child; or
- retired or resigned from employment or voluntary work following allegations that I was involved in improper conduct involving child abuse with a student or child; or
- been advised by any employer or volunteer organisation that my name has been included on a list of those not to be employed in a child related area of activity; or
- been dismissed from any employment or voluntary work on the grounds that I administered corporal punishment to a student or child.

Please sign this declaration only if you can give this assurance. You may wish to speak with the Principal about any relevant matters. If you sign the declaration when you are not in a position to give such an assurance, the School may need to ask for your volunteer services to cease.

Given Name(s):

Surname:

Signature:

Date: