

St. Peter Julian Eymard Parish Community School

Reay Road,
Mooroolbark 3138



Telephone: 9725 0595
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Responsibilities of a Volunteer

Volunteers should be provided with:

- access to, or a copy of, the school's **Child-Safe Policy** and **Code of Conduct** information
- induction via a **Classroom Helpers' Course**
- a copy of this **Responsibilities of Volunteer** form
- information about communication lines within the school
- appropriate occupational health and safety protection
- 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 appropriate teacher 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 SPJE School.
I acknowledge and accept that I have been engaged as a volunteer of the school
I understand and accept that the opportunity for volunteering at school will vary according to demands of the programs and events.

Signature: _____

Date: _____