

CHILD SAFETY: VOLUNTEER AGREEMENT

Child Safety Standards

Albert Street Primary School values and appreciates the contribution of its volunteers.

All volunteers at Albert Street Primary School (ASPS) are expected to actively contribute to a school culture that respects the dignity of its members and affirms our School values of partnership, respect, optimism and pride. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children.

This Agreement forms part of ASPS's commitment to child safety and covers all volunteers who will undertake child-connected work in the ASPS school environment.

The Volunteer named in the schedule has offered to undertake volunteer duties for ASPS on the following basis:

1. The Volunteer has offered to perform the volunteer duties for ASPS on a voluntary basis and not to receive any payment or remuneration for such work, except reimbursement for any out of pocket expenses agreed to by ASPS.
2. The Volunteer will report to, and accept all reasonable instructions from, the Contact person named in the schedule in relation to the volunteer duties, compliance with ASPS's policies and for health and safety matters. The Contact person will also set the Volunteer's expected hours of work and any changes to the volunteer duties.
3. Prior to undertaking the volunteer duties and as part of its child safety commitment, ASPS requires the Volunteer to provide the information and documentation set out in the schedule.
4. The Volunteer will read and comply with the following policies of ASPS and any other policies brought to the Volunteer's attention:
 - Child Safety and Wellbeing Policy
 - Child Safety Code of Conduct
 - Child Safety – Response and Reporting Procedure
5. The Volunteer will:
 - undertake any induction or training program that ASPS considers necessary in relation to the volunteer duties including in relation to child safety
 - report to the Volunteer's Contact person any concerns or hazards that the Volunteer considers present a health and safety issue to persons attending ASPS, including its students
 - inform ASPS in a timely manner any desire or need to change or cease the volunteer duties or the hours of work being contributed to ASPS
 - at all times comply with the law when undertaking the volunteer duties and when in the ASPS School environment
 - use any property or equipment of ASPS in a safe manner
 - while undertaking the volunteer duties take all reasonable care for the Volunteer's safety and for the safety of others.
6. While this Agreement sets out the requirements of ASPS in relation to its volunteers, it is not intended to be a legally binding agreement and either party may cancel this Agreement at any time.

7. Any intellectual property created by the Volunteer while undertaking the volunteer duties will belong to ASPS.

8. ASPS will comply with its Privacy policy in relation to any personal information collected about the Volunteer for the purpose of this Agreement.

9. Definitions

Child: A student enrolled at ASPS.

Child-connected work: This is work that is authorised by ASPS that is performed by an adult in the ASPS school environment while children are present or reasonably expected to be present.

Child safety: Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

School environment: The ASPS school environment is any physical or virtual place that was made available or authorised by ASPS for use by a child during or outside school hours, and includes:

- online school environments including email and intranet systems
- other locations provided by ASPS for a child's use, including locations used for school camps, sporting events, excursions, competitions and other events.

I have read and agree to this Volunteer Agreement:

Signature of Volunteer

Date:

SCHEDULE

Name of Volunteer:

Address:

Telephone/mobile:

Email:

Volunteer duties:

ASPS contact person:

Required documentation:

- **Working with Children Check**
- **Proof of any relevant qualifications requested by ASPS**
- **References that address the Volunteer's suitability for the volunteer duties and working with children.**