



Volunteers Terms of Agreement

Castlemaine Steiner School & Kindergarten is committed to implementing and following practices which protect the safety and wellbeing of Children, our Staff and Volunteers. CSSK also recognises the valuable contribution that Volunteers provide to our School Community and the work that we do.

The information set out below is designed to ensure that CSSK's volunteers are suitable to work with children and are well-placed to make a positive contribution. Members of our School Community who would like to volunteer are encouraged to contact Reception either by telephone on 5470 2000 or email on enquiries@cask.vic.edu.au

Aim

The aim of the Terms of Agreement is to outline the standards of behaviour expected of all volunteers at CSSK. This document does not attempt to provide a detailed and exhaustive list of what to do in every aspect of a volunteer's role. Instead, it sets out general expectations of the standards of behaviour required. The obligation is placed on all volunteers to take responsibility for their own conduct and to work with Staff cooperatively to achieve a consultative and collaborative outcome.

Relevant Legislation

[Public Health and Wellbeing Act 2008 \(Vic\)](#)

[Public Health and Wellbeing Regulations 2019 \(Vic\)](#)

Definitions

"Volunteers" refer to those adults approved by the School to willingly assist without remuneration or other financial gain, and include those referred to as "parent helpers". Such volunteers may be members of the School Community and/or wider community, subject to the conditions detailed within this document.

"Remuneration" refers to payment for goods or services, or reward for employment in the form of pay, salary or wages. It does not include reimbursement of expenses (where appropriate prior approval has been obtained); the giving of moderate gifts of appreciation; or the provision of transport, accommodation and food (for example, for participation in camps and excursions). It also does not include the payment of an approved honorarium in certain instances.

Guidelines

While not receiving remuneration for services rendered, volunteers shall be regarded by the School as workers and a primary duty of care is therefore owed to them in the same way as for paid staff members. Such duty of care is reflected in legislation (for example, in relation to Child Safe Standards, Occupational Health and Safety and Equal Opportunity and Discrimination) and in various School Policies.

Volunteers shall have a right to:

- (a) Receive respect, cooperation and support from fellow workers;
- (b) Receive recognition and feedback from supervising staff members;
- (c) Be assigned suitable projects, tasks or jobs;
- (d) Decline to perform tasks that they feel unable to do or would rather not do; and
- (e) Be provided with sufficient information and instruction to perform their duties adequately and safely.

Volunteers are expected to uphold the same standards of conduct as paid staff members and are expected to:

- (a) Perform their duties to the best of their ability and be accountable for their performance;
- (b) Follow reasonable instructions given by staff;
- (c) Comply with lawful directions;
- (d) Be courteous & responsive in dealing with staff, students, parents and members of the public (if applicable);
- (e) Work collaboratively with staff and colleagues;
- (f) Ensure that their conduct is consistent with the values and expectations of the School and does not damage the reputation of the School;
- (g) Comply with all School policies, procedures and rules as available on the School's website, distributed and/or explained to them; and
- (h) Undertake any training, orientation or induction as required by the School.
- (i) Comply with mandatory vaccination, mask-wearing and other Health Orders

The School, through the Principal or their delegate, reserves the right to refuse a volunteer or to cease using the services of a volunteer. Such action may apply if at any time a volunteer's actions or presence is deemed to interfere, or to be likely to interfere, with the positive and productive functioning of any aspect of the School. All volunteers (including current parents, past parents, past students and members of the wider community) require approval by the Principal or their delegate before commencing.

Required Documentation

The Royal Commission into Institutional Responses to Child Sexual Abuse made several recommendations aimed at strengthening the protection children receive through Working with Children Checks. One amendment to the Act to be mindful of is the expansion of the definition of 'direct contact'. The definition of direct contact now includes oral, written or electronic communication as well as face-to-face and physical contact. Volunteer duties shall not commence until the School has received the required checks. The Working with Children Check aims to prevent people who pose a risk to children from working or volunteering with them.

CSSK requires all volunteers aged 18 years and older to hold a valid Working with Children Check (WWCC). This screening check can be completed for free, see:

<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1>

In addition to a WWC Check, the School may also consider it necessary that a national police criminal record check is conducted; this may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. The School covers the cost of the criminal record checks for volunteers as relevant. Copies of Police Criminal Records Checks and evidence of Working with Children Checks will be kept on secure file.

All volunteers shall follow CSSK processes around signing-in at Reception and will wear a dated Visitor/Volunteer/Guest sticker. Volunteers must wear this sticker at all times whilst on School grounds.

Assigning Volunteers to a Staff Member

The Principal or delegate assigns all volunteers to a Staff member who acts as their direct supervisor and who ensures that volunteers are provided with all reasonable support, information and instruction as required.

Confidential Information

Volunteers shall be restricted from access to confidential student and employee information except where unavoidable to comply with legislation or School policies and procedures (for example, where access to student medical details while on camp is necessary). Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer. Volunteers must not disclose or use any confidential information without the express permission of the Principal or delegate.

Duty of Care and Work Health & Safety

Volunteers are required to cooperate with the School's efforts to comply with its legal and ethical duties in relation to providing a healthy and safe workplace and learning environment. They are encouraged to take care to prevent injuries to themselves and others, to report work-related illness or injury; to report situations they believe may constitute a risk or danger; and to share information and ideas about risks and how to control them.

Volunteers need to wear clothing that meets workplace health and safety requirements. Each volunteer is expected to maintain a professional appearance and demeanour appropriate to their assignment. Clothing should be comfortable and modest. Additionally, volunteers assisting in food preparation activities will require additional training prior to volunteering. Volunteers assisting in certain areas of the School (e.g. gardens, kitchens) are required to wear sturdy, closed-toe footwear.

We also ask our volunteers to avoid the following:

- Spaghetti straps or low-cut tank tops
- Shirts that reveal an individual's mid-section or back
- Inappropriate writing, illustrations or graphics on clothing
- Dresses / skirts / shorts which are not of modest length

Volunteers have a duty of care to students in their care. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted. The standard of care that is required, for example, the degree of supervision, needs to be commensurate with the students' maturity and ability.

Volunteers have a responsibility under OH&S legislation to take care of their own health and safety whilst in a volunteer role. Considerations of safety relate to both physical and psychological wellbeing of individuals.

Volunteers should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury. If safety concerns are raised or observed, volunteers must report these matters immediately to the supervising staff member. Volunteers have a general duty to take reasonable care for their own health and safety, and that of others who may be affected by their work, and to assist the School to make the environment safe.

Administration of prescribed medication to students should only be undertaken by staff and in accordance with School's First Aid Policy.

Volunteers must follow staff instructions during evacuations and lockdown procedures.

Personal Property

CSSK cannot be responsible for personal property. Volunteers are advised to please make sure all personal property is in a safe and secure location while volunteering.

Media

Volunteer will not represent themselves as an employee or agent of CSSK. The Principal or delegate is designated as the School's main media contact and spokesperson.

Responsibilities

The Principal or delegate has overall responsibility for the implementation of these Terms of Agreement and is the key point of contact at the School if you have any concerns. The Staff member assigned as direct supervisor and the School's Administrative Team are available to help with any queries.



CASTLEMAINE STEINER SCHOOL & KINDERGARTEN

Volunteers Agreement

Name of Volunteer:

Name of Staff member to whom volunteer reports.....

Proposed Volunteer Roles(s) and Date(s):

.....

Parent / Carer of (if applicable): Class:

I acknowledge I have:

- Been provided with CSSK's Volunteer Terms of Agreement and am aware of my responsibilities.
- Read and agree to abide by the requirements of the CSSK Volunteers Volunteer Terms of Agreement.
- Presented the original copy of my Working with Children Check to the School for copying & retention.
- Presented another form of identification for verification. i.e. drivers licence
- Submitted a signed CSSK Volunteers Medical Information Form and have noted all issues requiring special care (available from Reception)
- Submitted a signed copy of the Child Safety Code of Conduct Form for CSSK (available from Reception)
- Provided evidence of up-to-date vaccination (triple dose) as a pdf of the vaccination certificate

downloaded from myGov portal to certificates@cssk.vic.edu.au

Working with Children Card No: _____

Expiry Date: _____

Signature: _____

Date: _____