**St. Joseph’s Primary School: 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 on the school’s policies and procedures
* induction and, where relevant, training
* copy of Responsibilities of Volunteer form
* information about communication lines within the school
* appropriate occupational health and safety protection
* out-of-pocket cost reimbursement
* 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 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 supervisor 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.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that I have read and understand the responsibilities of a volunteer of St. Joseph’s.

I acknowledge and accept that I have been engaged as a volunteer of St. Joseph’s and   
that no payment will be made to me by St. Joseph’s.

I understand and accept that the St. Joseph’s can cease the volunteering arrangement at   
any time.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_