



Direct Contact Volunteer Agreement

This document is not legally binding but rather is designed to establish a commitment by Immanuel Primary School and its Direct Contact Volunteers to the volunteering relationship.

You are a Direct Contact Volunteer

The Excursion volunteer/ Camp volunteer / Classroom volunteer / Canteen volunteer at Immanuel Primary school is a Direct Contact Volunteer position which means that you:

- will be involved in providing support, guidance and supervision directly to students;
- could potentially have direct unsupervised contact with students;
- perform all duties on a voluntary basis, of your own free will;
- will not receive payment for your work;
- are not an employee of Immanuel Primary School; and
- are not entitled to a salary or any other entitlements associated with employment.

Role description and details

Excursion volunteer/ Camp volunteer / Classroom volunteer / Canteen volunteer (please circle)

What Immanuel Primary School will do for you

Immanuel Primary School values its volunteers and we will provide you with:

- a list of duties so that you can understand your role and the tasks you are authorised to perform as a volunteer;
- a full safety induction including how to perform your work safely, and emergency plans;
- orientation and any training necessary for the volunteer role;
- child protection training as it applies to a direct contact volunteer;
- a safe and healthy environment in which to perform your role;
- a supervisor, so that you have the opportunity to ask questions and get feedback; and
- insurance to cover you for the volunteer duties you are authorised to perform.

What Immanuel Primary School asks of its volunteers

We ask that you to:

- comply with our **Volunteer Code of Conduct** which forms part of this agreement;
- comply with our **Child Protection Program**;
- comply with all safety instructions and take care of your own health and safety and that of others affected by your activities;
- notify us immediately of any injury, illness or safety hazard related to your volunteering activities with us;
- notify us immediately if you are charged with or convicted of any offence which may impact on your Child-related Employment Screening;

- notify us immediately if you become aware that a student has been sexually or physically abused or groomed;
- be familiar with the procedures for responding to a child protection incident including removing the child from harm if you are responsible for the child at that time;
- participate in all relevant induction and training programs;
- comply with confidentiality and privacy requirements relating to information you obtain as part of your volunteering duties;
- use any property or equipment given to you in your role only for purposes of the job and return it to the Immanuel Primary School when you finish your volunteer role;
- let us know if you wish to change the nature of your contribution; and
- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

Contact person

Your initial contact person at Immanuel Primary School will be Mrs Margie Whitbread, Assistant Principal.

Information we require before you can start in volunteer role

Before you can commence the volunteer role, we need the following information/documents:

- appropriate background information, including details of relevant skills and experience where necessary;
- a signed copy of this agreement;
- a Child-related Employment Screening (Working With Children Check).

Insurance

We are committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by us.

Volunteer name _____

Volunteer signature _____

Date _____

Supervisor name _____

Supervisor signature _____

Date _____