



FRASER COAST
ANGELICAN COLLEGE

VOLUNTEER POLICY

Enriching Body, Mind & Spirit

1. INTENT

This Policy aims to provide clear guidelines for staff and volunteers regarding the involvement of volunteers in activities under the auspices of Fraser Coast Anglican College and to ensure the College and volunteer comply with current legislative requirements in relation to working with children.

2. DEFINITION

Volunteer - is a person who offers services for College activities, but receives no remuneration or reward from the College for the services provided. Volunteers may be parents, guardians, and relatives of a student or college community members (e.g. alumni, coaches, homestay providers).

For the purpose of this policy a volunteer does not include the following people/events:

- Guests who are invited by the classroom teacher to provide a brief presentation on a specific topic;
- Relatives/friends who attend the classroom to observe a particular event such as news time or a student talk;
- Visitors in the classroom for brief periods of time, during which the teacher is constantly present.

3. SCOPE

This Policy provides guidelines for all personnel volunteering at Fraser Coast Anglican College and should be read in conjunction with the Volunteer Handbook (Appendix One) and the Volunteer Declaration (Appendix Two).

4. GUIDELINES

4.1 College's Responsibility to Volunteers

- a) staff member will be allocated to supervise (directly or indirectly) a volunteer in the area in which he/she works;
- b) Volunteers will be given training by a supervising staff member or another member of staff in the area in which they work;
- c) Volunteers are protected from liability for community work undertaken at the College if these activities are undertaken in accordance with the College guidelines, are within the scope of the College's community work and are undertaken in good faith. Further, they are protected by the College's public liability and personal accident insurance whilst acting as a volunteer;
- d) The College will, where practicable, provide a safe working environment for volunteers, and provide appropriate protective equipment if necessary;

- e) Accurate records will be kept of a volunteer's attendance at the College for emergency and evacuation purposes;
- f) Volunteers need to sign in at the Administration Building prior to commencing work;
- g) Volunteers will be provided with a volunteer's badge which must be worn at all times whilst on the College's premises;
- h) Volunteers need to familiarise themselves with relevant information available on the Fraser Coast Anglican College's website regarding:
 - Blue Card System in Anglican Schools Policy and Procedure
 - Emergency Evacuation Procedure
 - Lockdown Procedures
 - Workplace Health and Safety Policy
 - Privacy Policy
 - Cyber Safety Policy
 - Administrative Guidelines – Workplace Bullying and Harassment Policy

4.2 Responsibility

In order to operate as a volunteer within the College, the volunteer needs to:

- Refer all student concerns or behaviour issues to the Principal, supervising teacher or staff member;
- Abide by professional and ethical behaviour requirements as outlined by the College's Mission,
- Notify the College as early as possible if they are unable to fulfil their volunteer commitment;
- Keep confidential any personal or sensitive information of which the volunteer becomes aware through involvement with the College. This includes information about a child's educational progress;
- In the event of an emergency, follow the instructions of the teacher/staff member until such time as the emergency is declared over;
- Ensure Blue Card requirements as detailed in the current Blue Card Policy are current and updated where necessary;
- Ensure standard of dress is suitable and appropriate for the activity being undertaken and the College's expectations;
- Know the guidelines on action to be taken in the event of an accident/incident and be aware of emergency evacuation procedures;
- Be accompanied by a Fraser Coast Anglican College employee when appropriate;
- Complement the work of staff members; sign in and out as a guest at Reception or at their immediate work area;
- Follow instructions and guidance provided and exercise due care in the performance of duties to prevent accident or injury to yourself, students, peers and others;

- Comply with workplace health and safety requirements and ensure that you do not perform any task that you are unsure of or believe is beyond your strength or capability.
- Support the Mission and Values of the College.

In order to operate as a volunteer within the College, the following situations will need to be avoided:

- In the course of volunteer duty, taking students in private vehicles without express permission of College staff and parents and appropriate documentation being followed;
- Encouraging affection from or dependency in students e.g. by giving gifts;
- Taking photographs of students;
- Having intentional physical contact with children;
- Displaying bullying or intimidating behaviours towards others;
- Initiating out of hours contact with students.
- Engage in inappropriate conversations with others about the behaviour of staff, students and parents observed while undertaking volunteer duties.

Appendix One: Volunteer Handbook

Appendix Two: Volunteer Declaration

Date of Policy: October, 2015

Review Date: October, 2016

POLICY IMPLEMENTED BY THE PRINCIPAL



Leisa Harper

6.10.2015

Date