



NAME OF VOLUNTEER

VOLUNTEER

Thank you for offering of your time to volunteer at Fraser Coast Anglican College. Please take the time to read the following terms of engagement and sign the bottom of the reverse page in acknowledgement prior to commencing your volunteer placement. The work done by volunteers for the College is valued and appreciated. Please take note of the following guidelines which outline requirements of all adult members of the community.

1. CONFIDENTIALITY

All notes and memoranda of any information concerning the affairs of the College or any other property made or received by you in the course of carrying out your placement shall remain the property of the College, and should be surrendered by you to the College on completion of your placement or at any time upon request by the Principal.

Except in the proper course of your duties, you may not use or disclose to any person whatsoever, any confidential information or contact details which may have come into your possession, in the course of your placement with the College relating to the affairs of the College, any associated activity of the College, any staff, students, clients, parents or other members of the College community, or any other person, organisation or company associated with the College. Further, no information, may be used in a manner that may cause loss or injury to the College.

2. INTELLECTUAL PROPERTY

Any invention, improvement or idea developed by you in connection with your placement at the College will become and remain the property of Fraser Coast Anglican College.

3. PROFESSIONAL CONDUCT

All members of the Fraser Coast Anglican College community, are expected to demonstrate professional and ethical behaviour, complete confidentiality and overt support for the College Mission and its Anglican ethos and core values at all times. They need to adhere to the Community code of conduct, including:

- Accepting that the use of swearing, derogatory terms, sexual jokes, innuendo and other inappropriate language in the College environment or around students will not be tolerated;
- Ensuring relationships with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided;

- Ensuring physical contact with students is appropriate given the age of, and relationship with, the student such that questions of impropriety do not arise;
- Reporting any behaviour/s or actions that raise concerns to an appropriate staff member or the College Principal;
- Respecting and complying with all applicable Commonwealth and State laws;
- Demonstrating honesty and integrity;
- Respecting diversity in people, their ideas and opinions and treat others fairly regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Showing proper care and regard for College property and the property of others;
- Respecting the legal and moral rights of others and treat them with dignity, civility and respect at all times, and especially when there is a disagreement;
- Taking appropriate measures to help those in need;
- Supporting the College in the development of a Christ-centred learning community based on the Anglican ethos;
- Supporting the College's Policies and Procedures;
- Acknowledging that the Principal is responsible for implementing the College's Policies;
- Working with the College to deal promptly with areas of concern;
- Acknowledging and affirming success in individual and school achievement; and
- Seeking staff assistance, if necessary, to resolve conflict peacefully;
- Not being in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exception is when, in the normal course of events, the College provides hospitality to members or guests of the College Community in keeping with appropriate legal and hospitality regulations.

4. WORKPLACE HEALTH AND SAFETY

Fraser Coast Anglican College is committed to providing a safe and healthy workplace for all employees, students and visitors to the College. All members of the Fraser Coast Anglican College community are expected to comply with their obligations under the Workplace Health and Safety Act and the College's Workplace Health and Safety Policies.

Please confirm your acceptance by signing, dating and returning to the Human Resource Consultant.

I _____ confirm that I have read and understood the terms of this volunteer arrangement at Fraser Coast Anglican College. I have read the Volunteer Handbook and any relevant policies and procedures requested and agree to comply with all expectations of me as a Volunteer within the Fraser Coast Anglican College Community.

Signature

Date