



Volunteering Agreement

Volunteering agreement between _____ (volunteer) and
_____ (name of school).

Site responsibilities

- Be welcoming to volunteers and recognise the significant contribution they provide.
- Ensure volunteers meet DECD screening and suitability requirements in a timely manner.
- Provide volunteers with a suitable induction to the site, including Responding to Abuse and Neglect – Education and Care Induction for Volunteers
- Appoint a contact person to support the volunteer
- Provide the volunteer with a clearly written role description and review their work at regular intervals, with regular training as necessary.
- Keep accurate records of volunteer details as per the DECD Volunteer policy.
- Ensure that volunteers are aware of workplace health and safety procedures and responsibilities.
- Ensure the volunteer has a level of supervision appropriate to their volunteer activities at all times.

Name of site leader/s: _____ Signed: Site leader/s _____ Date / /

Volunteer responsibilities

- Only perform duties as indicated on my volunteer role description.
- Fulfil my volunteer role to the best of my ability as outlined in my volunteer role description.
- Always work under supervision from staff.
- Notify the school as early as possible if I am unable to fulfil my volunteer commitment.
- Always work within the boundaries as outlined in the 'protective practice guidelines for staff and volunteers working in education and care settings.'
- Refer all child and student concerns or behaviour issues to a site leader or delegate.
- Adhere to DECD policies and procedures, including reporting any workplace health and safety concerns.
- Adhere to confidentiality of personal information which identifies individuals, unless a child is being harmed or at risk.
- Advise the site leader as soon as possible if any information provided by me previously either in interview, my Relevant History Screening application, DECD volunteer application form or within this agreement is no longer accurate.
- Advise the site leader of any physical or psychological medical conditions that may affect me performing my role as a volunteer.

Signed: Volunteer _____ Date / /

This agreement can be cancelled by either the site leader or the volunteer if either fails to follow requirements outlined in this agreement.

