

School Volunteer Agreement

Casino Christian School Volunteer Agreement

This document is not intended to be a legally binding contract between us and it may be cancelled at any time by either us or you.

1. You are a volunteer

The position of Volunteer at Casino Christian School is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses (see below at paragraph 9).

Neither Casino Christian School nor any of their volunteers intend any employment or contractual relationship to be created (ie. you are not an employee, independent contractor or consultant at Casino Christian School). If this changes at any time, and there is a possibility that you might undertake paid work for the organisation or be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services or other arrangement.

2. What you can expect when volunteering at Casino Christian School

Casino Christian School values its volunteers and we will endeavour to provide you with:

- a written position description if applicable, so you understand your role and the tasks you are authorised to perform
- an induction, orientation and any training necessary for the volunteer role (as applicable)
- a safe environment in which to perform your role
- respect for your privacy, including keeping your private information confidential
- a supervisor, so that you have the opportunity to ask questions and get feedback (see para. 4 below)

- reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us (for further information see para. 9 below), and
- insurance to cover you for the volunteer duties you are authorised to perform (see para. 10 below)

3. What our School asks of Volunteers?

We ask that you to:

- Support Casino Christian School aims and objectives
- participate in all relevant induction and training programs as required
- only undertake duties you are authorised to perform and always operate under the direction and supervision of nominated staff and obey reasonable directions and instructions
- understand and comply with the organisation's policies and procedures including our Parent and Volunteer Code of Conduct, and the relevant NSW Child

Safety Protection requirements and hold an WWCC Card (unless directly volunteering in your child or grandchild's area.) NOTE – All overnight camps require all volunteers to hold a valid WWCC card.

- notify your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace
- behave appropriately and courteously to all staff, students, school community and the public in the course of your role
- use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organisation when you finish your volunteer role
- let us know if you wish to change the nature of your contribution (e.g. hours, role) to Casino Christian School at any time
- comply with the law and legal requirements at all times, 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.

4. Contact person

Your contact person at Casino Christian School will be Arie Bongers, the Business Manager. If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please contact Arie Bongers or a member of the Office as soon as possible.

5. Role description and details

It is important that you only perform the tasks as directed by Staff or your Supervisor, and that you follow the instructions given.

In NSW there are laws that protect volunteers in community organisations from civil liability (i.e. legal action like a negligence claim) in specific circumstances. One of the key factors in ensuring you are protected is that you are performing voluntary community work that is directed or supervised by an incorporated community organisation. It is therefore important that you only perform the tasks in the role description and as instructed by the organisation. To be covered by these laws it is also important that you are not affected by drugs or alcohol when you are volunteering.

If you are unsure whether a particular task or work is authorised, please do not hesitate to talk to your contact person.

6. The health and safety of you and others

At Casino Christian School volunteer safety, and the safety of everyone who is involved in our organisation, is a priority.

Under the OHS Act and other laws, Casino Christian School has a duty of care to minimise risks to everyone affected by its conduct (including paid employees and volunteers).

It also means that as a volunteer, you may have OHS duties too. These include:

- to take reasonable care for your own health and safety
- to take reasonable care for the health and safety of others
- to comply with any reasonable instruction by Casino Christian School

- to let Casino Christian School know of any concerns you may have about safety and/or fitness in undertaking our role, and
- to cooperate with any reasonable policies and procedures of Casino Christian School.

We will provide you with an appropriate induction, safety equipment and role training when you commence as a volunteer with our organisation. However, please do not hesitate to talk to your contact officer at any time if you have any health and safety concerns.

7. Induction and training required before you start in the volunteer role

Casino Christian School is committed to providing suitable training in support of our health and safety, discrimination and privacy policies. For this reason, it is our policy that all volunteers undertake applicable induction and/or training at Casino Christian School prior to commencing their volunteer position. Your supervisor will inform you of the necessary training that may be relevant

8. Information we require before you can start in the volunteer role

Before you can commence the volunteer role, we need the following information: a volunteer WWCC and your contact details, including a home address and mobile phone number.

All background check information will be conducted in accordance with our 'Background Check' policy and our privacy policy.

9. Volunteer expenses and other benefits

As a volunteer Casino Christian School will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur when performing authorised tasks associated with your role.

We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not remuneration or wages. You will need prior approval and will always need to produce receipts.

We may sometimes provide you with other benefits as part of your volunteering role (examples include training, free food, accommodation, event entry, clothing or equipment). Where this occurs, it is on a gratuitous basis at the discretion of Casino Christian School and is not payment in lieu of salary.

10. 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. To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to follow the instructions of your supervisor and act in accordance with the school's values and ethos.

We want to let you know that the following events are unlikely to be covered by our insurance:

- actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us
- criminal activity (including criminal charges arising out of driving incidents)
- dishonest or reckless activities.

11. Intellectual Property

All volunteers at Casino Christian School agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at Casino Christian School.

Volunteers are taken to consent to Casino Christian School use of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions. Please also supply your WWCC (Working With Children Check) Number and your Date of Birth.

Volunteer full name: _____

Volunteer signature: _____

Date: _____

WWCC Number: _____

Date of Birth: _____