Volunteer Agreement

Introduction

Volunteers play an important part of the Mid North Christian College (College) community and we welcome the involvement of our valuable volunteers. To ensure the safety of everyone in the school community, there are certain responsibilities which we require volunteers to adhere to.

If you wish to volunteer, please read this agreement, complete and return to the College before commencing volunteering.

Volunteer Responsibilities

# The Volunteer must exercise reasonable skill and care in the performance of their duties.

The Volunteer must

## at all times act in the best interests of the College; and

## not speak adversely of the College; and

## conduct themselves in a way which is consistent with the ethos of the College, and

always promote the ethos and advance the reputation of the College.

# The volunteer will be responsible to the Principal and/or to their delegate.

The Volunteer must

## comply with all lawful directions given by the Principal and/or their delegate; and

## adhere to, uphold and apply all College Policies and Procedures including those related to Work Health and Safety. The Volunteer is to advise of any restrictions they may have in relation to their health and the type of duties they would be able to undertake. The Volunteer must take reasonable care to protect their own health and safety whilst volunteering.

The Volunteer must promptly and fully inform the College about:

## all matters affecting or likely to affect the College which come to your knowledge or of which you are already aware, and

any changes to your personal details such as your address or telephone number.

# The Volunteer whether during or after ceasing volunteering, must not disclose, divulge, communicate to or otherwise place at the disposal to any party confidential information which they may acquire in the course of volunteering. "Confidential information" for this purpose includes, but is not limited to, any information about the College's secrets (including information which you are informed is confidential or secret), dealings, finances, organisation, data, market intelligence, investment strategy, personnel, policies, processes, systems, equipment, dealings, transactions, and the personal affairs of the students and their families and guardians, unless that information is available to the public.

# The Volunteer acknowledges that their participation as a Volunteer may be withdrawn by the College at any time.

Volunteer Name: Volunteer Signature: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_