



Volunteer Responsibility Agreement Form

Responsibilities of a Volunteer

As part of the Volunteers Policy and Procedure, this agreement must be signed by all volunteers.

This agreement is to ensure that volunteers fully understand their role, rights, and responsibilities and what they can expect from St Francis Xavier Primary School and what, in turn, St Francis Xavier Primary School expects from volunteers.

Volunteers should be provided with:

- access to, or a copy of, the school/college's child-safe policy and code of conduct information on the school/college's policies and procedures
- induction and, where relevant, training
- copy of Volunteer Responsibility Agreement Form
- information about communication lines within the school/college
- appropriate occupational health and safety protection
- out-of-pocket cost reimbursement for authorised expenditure
- an assignment suitable to the expectations of a volunteer role
- appropriate work area and equipment for the assignment.

Volunteers have a responsibility to:

- make an informed decision to work as a volunteer with a school/college.
- undertake work induction and training as required.
- comply with the school/college's child-safe policy and code of conduct and all policies.
- work on tasks suitable to their skills and experience
- behave in an ethical manner.
- keep school/college matters confidential, including those relating to students.
- be committed to the school/college's aims and objectives.
- inform the supervisor when unable to undertake or complete a task.
- use appropriate information channels within the school/college when needing information, support, backup, supervision or review.
- be aware of the limits of their role within the school/college.
- be aware of their duty of care to students.
- comply with occupational health and safety policies and practices.
- act as a member of the team
- maintain a Working with Children Check Clearance
- be aware of protocol when representing the school/college.

<input type="checkbox"/> I confirm that I have read and understand the responsibilities of a volunteer at the school/college.			
<input type="checkbox"/> I acknowledge and accept that I have been engaged as a volunteer of the school/college.			
<input type="checkbox"/> that no payment will be made to me by the school/college for any volunteering undertaken.			
<input type="checkbox"/> I understand and accept that the school/college can cease the volunteering arrangement at any time.			
Full Name:			
Signature:		Date:	

Policy Category	Child Safety
Responsible Directorate member	Deputy Director: Stewardship
Assigned Board Committee	Wellbeing and Safeguarding Consultative Committee
Effective Date	7 June 2023
Review Date	30 May 2026