

## RATIONALE

The culture of Toowoomba Anglican School is enhanced by the involvement of a range of volunteers. As part of welcoming volunteers, we must also ensure that student protection is at the forefront of the management and induction of these members of our community.

Any staff using volunteers to assist must abide by the Volunteer Management Strategy, a document which aims to ensure that all volunteers are known and meet Blue Card requirements.

### **Volunteers will complete and submit the following documents:**

- Acknowledgement of Understanding (ASC Student Protection, CYRM, Code of Conduct)
- Blue Card Eligibility Declaration

## RELATED DOCUMENTS

- Creating Environments for Students to Thrive. ASC induction overview of:
  - o Student Protection
  - o Child and Youth Risk Management
  - o Our Commitment: Code of Conduct
    - For those working, either paid or volunteering, in Anglican Schools
- Child and Youth Risk Management Strategy

## VOLUNTEERING

Volunteering at Toowoomba Anglican School includes activities such as:

- Sport teams
- Reading groups
- Tuck shop
- Canteen at sports and events
- Social functions
- Archives
- Fathers/Mother's Day stalls
- Excursions

School Council Committee	Education and Welfare		Page 1 of 6
Document No.	TAS02 CM PLA	Document Owner	Deputy Head
Revision No.	4	Revision Release Date	March 2022
All printed documents are UNCONTROLLED			



- Note that coaches lodge Blue Card forms with the sporting organization and Blue Cards are not linked to the School's Blue Card Register (but names are listed)
- The Deputy Head also reviews each list of volunteers
- All volunteers are given a copy of the ASC induction overview for volunteers which covers Student Protection, Child and Youth Risk Management and the Code of Conduct. **All volunteers must return the Acknowledgement of Understanding to School Reception.**
- When volunteers are arriving for their scheduled session, within the dedicated space (for example, the ovals for coaches or a classroom for reading groups), they are not required to sign in
- When volunteers arrive outside of their scheduled times, they are expected to sign in at the School Office

If a member of the community who is not a current parent of a student offers their services as a volunteer, the following steps must take place:

- If the volunteer is in possession of a Blue Card, they must take the Blue Card to the School Office and also complete a linking form for Blue Card Services
- If the volunteer is not in possession of a Blue Card, they must apply for a Volunteer Blue Card. Please note that the volunteer is not permitted to work with students until the Blue Card has been received (this could take 30 days).
- The remaining steps will be the same as for volunteers who are parents

## INSTRUCTIONS TO VOLUNTEERS

### On Arrival at Toowoomba Anglican School

(First Occasion)

- Report to School Reception in the Administration Building to sign in and out via the Passtab app during School hours: Monday to Friday 8am to 4:30pm.
  - Note: For scheduled training sessions, coaches are not required to sign in and out; for scheduled tuckshop or reading groups, parents are not required to sign – the attendance is known and planned
- Volunteers will be given a copy of the Volunteers Handbook.
- Volunteers will be allocated a supervisor.

School Council Committee	Education and Welfare	Page <b>3</b> of <b>6</b>	
Document No.	TAS02 CM PLA	Document Owner	Deputy Head
Revision No.	4	Revision Release Date	March 2022
All printed documents are UNCONTROLLED			

## On Arrival and Departure at Toowoomba Anglican School

(subsequent occasions)

- Report to School Reception in the Administration Building to sign in and out via the Passtab app during School hours: Monday to Friday 8am to 4:30pm. For offsite excursions, a volunteer lanyard will be provided.
  - Note: For scheduled training sessions, coaches are not required to sign in and out; for scheduled tuckshop or reading groups, parents are not required to sign – the attendance is known and planned

## General Volunteer Roles and Expectations

### Role of The Volunteer

Volunteering is a way for people to become involved in our School community. We acknowledge that people choose to volunteer for a wide variety of reasons. Within our School community, volunteering opportunities may include:

- Reading Mentors
- Sporting Coaches
- Assisting with Physical Education (swimming) and Sports events
- Assisting with excursions and incursions
- Assisting with School camps and tours
- Tuckshop
- Parents and Friends Association events
- School Fete
- School Musical (sewing, make-up)
- Gardening
- Tutoring
- Homework Duties
- Boarder event

### Dress and Appearance Generally

We trust that our parent volunteers understand to dress appropriately if you are volunteering within classrooms or school buildings – for many parents, volunteering takes place in and around their other daily commitments and we are grateful for the time they have given to help students. Common sense should prevail if activities require more practical clothing.

Coaches will be given a school polo shirt to wear at training sessions and matches. Saturday coaches will also be given a school weatherproof jacket.

School Council Committee	Education and Welfare	Page 4 of 6	
Document No.	TAS02 CM PLA	Document Owner	Deputy Head
Revision No.	4	Revision Release Date	March 2022
All printed documents are UNCONTROLLED			

## Code of Conduct

Refer to the Anglican Schools Commission 'Creating Environments for Students to Thrive' booklet, an induction overview of Student Protection, Child and Youth Risk Management, Code of Conduct.

## Procedures

### Volunteers

Volunteers are a valued and integral part of the School community and are managed in a consistent and professional manner, in accordance with the all policies which apply to employees, modified only as necessary to reflect the voluntary nature of the role. A volunteer is welcome to request a copy of any School policy – select policies are published on the website and on Parent Lounge.

### Supervisor

Volunteers will be responsible to the Deputy Head of School or the Head of Secondary Years/ Primary Years, Sport, Performing Arts, e-Learning, Boarding and Activities Coordinator to ensure that all communication, policies and procedures are followed. The Supervisor is to ensure that the Volunteer understands their role within our School community and has received a thorough induction process. It is the Supervisor's role to add the name of the Volunteer to the Volunteer Register and notify the Blue Card Coordinator.

Parent Volunteers for their child's class are responsible to the Class Teacher. It is the Class Teacher's duty to add the parent volunteer's names to the Volunteer Register via the Blue Card Coordinator and to ensure that it is updated regularly.

School Council Committee	Education and Welfare		Page <b>5</b> of <b>6</b>
Document No.	TAS02 CM PLA	Document Owner	Deputy Head
Revision No.	4	Revision Release Date	March 2022
All printed documents are UNCONTROLLED			

## BLUE CARD ELIGIBILITY FOR VOLUNTEERS WHO ARE EXEMPT

TAS requires that all volunteers be eligible to hold a Blue Card even though they may be exempt from requiring a Blue Card, e.g. parents of a child who regularly attends the school, persons under the age of 18, etc.

In submitting this volunteer registration form you must acknowledge that you:

- Do not currently have a suspended Blue Card or hold a Blue Card Negative Notice.
- Are not a **disqualified person** as detailed in in the *Working with Children (Risk Management and Screening) Act 2000*.
- Are not currently charged with or have been convicted of a **serious or disqualifying offence** as detailed in the *Working with Children (Risk Management and Screening) Act 2000*.

Further information about who is eligible to hold a Blue Card as well as a list of **serious and disqualifying offences** can be found on the [Blue Card Services](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/eligible) website <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/eligible>.

I acknowledge that I have read the above information and confirm that I do not currently have a suspended Blue Card or hold a Blue Card Negative Notice, am not a **disqualified person** and am not currently charged with or have been convicted of a **serious or disqualifying offence**.

I also agree, that if I have my Blue Card suspended or am issued with a Blue Card Negative Notice, become a **disqualified person** or am charged with or convicted of a **serious or disqualifying offence**, I will immediately stop volunteering for Toowoomba Anglican School.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: / /

**Please return this form to School Reception.**

School Council Committee	Education and Welfare		Page 6 of 6
Document No.	TAS02 CM PLA	Document Owner	Deputy Head
Revision No.	4	Revision Release Date	March 2022
All printed documents are UNCONTROLLED			