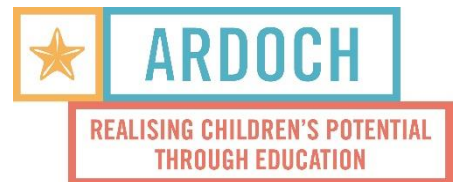


Ardoch's Volunteer Agreement



Responsibilities of School Based/Early Years Centres Volunteers

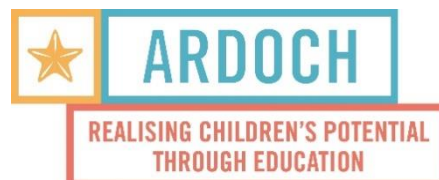
- To support students' learning, wellbeing and participation in accordance with the aims/goals as identified by the teacher.
- To develop a positive relationship with students and staff.
- To make regular contact with, provide feedback, and voice any issues/concerns to the teacher and/or Ardoch staff.
- To fulfil duties in a conscientious manner, that is: to be punctual, reliable, flexible, open and friendly, attend consistently as negotiated, notify relevant contact person if unable to attend.
- To respect confidentiality, unless there are concerns regarding a student's wellbeing, in which case, inform the relevant staff and/or Ardoch project coordinator.
- To work cooperatively as a team member.
- To respond to Ardoch organisational emails and phone calls within one week.
- To work in a supervised or public area and notify the teacher if there is a need to leave an area unattended.
- To attend ongoing training and volunteer support meetings.
- To participate in regular reviews with teachers and Ardoch staff.
- To read and be familiar with the school's rules and policies.
- To be receptive to teachers' support, guidance and direction.
- To inform the teacher if unable to attend or taking leave.
- To observe all administrative requirements, e.g. log your hours online, wear a name badge.

Rights of School Based/Early Years Centres Volunteers

- To work in a healthy and safe environment.
- To be kept informed on a regular basis of relevant issues.
- To have a job description and clarity regarding volunteer roles and working hours.
- To ask questions and request guidance and support.
- To be provided with training and orientation.
- To have the necessary support and direction to carry out designated duties.
- To have clear lines of accountability and responsibility to Ardoch and the relevant early childhood centre/school site.
- To have access to support, supervision and de-briefing from the teacher and Ardoch staff.
- To have access to conflict resolution procedures (see volunteers' policy booklet).
- To be respected and treated as co-workers.
- To receive appropriate recognition and acknowledgement for one's contribution.

Code of Conduct for Staff and Volunteers

Ardoch's Code of Conduct details behaviours that are and are not acceptable within the organisation.



Do:

- Dress and conduct yourself in a manner consistent with your position as a positive role model to children/young people, and as a representative of Ardoch and the school/early childhood community;
- Follow organisational policy and guidelines relating to the safety and security of children/young people as outlined in the Child Safety Policy and as it pertains to a particular site;
- Treat all children and young people with respect and take notice of their reactions to your tone of voice and manner to ensure a positive experience for them;
- Always maintain contact with children/young people in a supervised area and within the parameters of the program;
- Report any disclosure or suspicion/concern about a child/young person's wellbeing and safety to school and Ardoch staff; and
- Make sure all allegations or suspicions of abuse are reported, recorded and acted upon in a confidential manner.

Do Not:

- Engage in rough physical games;
- Hold, kiss, cuddle or touch a child/young person in an inappropriate and/or culturally insensitive way;
- Act in a sexually provocative manner or engage children or young people in any form of sexual activity;
- Make sexually suggestive comments or use inappropriate language to a child/young person, even as a joke;
- Do things of a personal nature that a child/young person can do for themselves, such as going to the toilet or changing clothes;
- Accompany children to the toilet;
- Disclose any personal information of a controversial nature;
- Exchange personal contact details with, initiate or maintain unauthorised contact with children/young people;
- Take photos, store images, or share details on social media without the explicit written permission obtained through Ardoch; and
- Engage in social interactions with children or young people through social networking sites unless there is educationally valid context and with prior approval of Ardoch and Partner Site staff.
- Attend any Ardoch obligation under the effects of illicit drugs or alcohol.

Personal attributes of Ardoch Volunteers:

- | | |
|--|--|
| ▪ Respect for boundaries | ▪ Stable, professional, patient role model |
| ▪ Committed | ▪ Focused – not easily distracted |
| ▪ Show Initiative | ▪ Non-judgemental |
| ▪ Passionate about children and education | ▪ Constant champion of the children, school and Ardoch |
| ▪ Able to build a positive relationship with a teacher | ▪ Communicate with stakeholders in a respectful manner |

I understand and agree to commit to Ardoch's Rights and Responsibilities for volunteers and the Code of Conduct while working as an Ardoch volunteer. This document is not intended to be a legally binding contract between us and may be cancelled at any given time at the discretion of either party. The Volunteer role at Ardoch is a voluntary position. This means that you perform all duties voluntarily, of your own free will, and without payment for your time and work.

Name

Date

Signature