

Volunteer Policy	Version No:	2
	Creation Date:	21 March 2013
	Reviewed by:	Café Convenor/Executive
	Review Date	14/3/2017
	Approved by:	Principal
	Approved date:	29/03/2017
PURPOSE:	<p>Caloundra Christian College is grateful for the assistance of all volunteers and acknowledges the enormous contribution of volunteers whose activities further the vision of the College.</p> <p>All volunteers must be made aware of their rights and responsibilities and are asked to sign a copy of this policy document to state they have read and understood its contents and agree to comply with its requirements.</p>	
SCOPE:	This policy is applicable to all staff, students, parents and volunteers of the Caloundra Christian College.	
REFERENCES:	<ul style="list-style-type: none"> ▪ Education (General Provisions) Act 2006 (Qld) ▪ Education (General Provisions) Regulation 2006 (Qld) ▪ Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) ▪ Food Act 2006 ▪ Food Regulation 2016 ▪ Work Health & Safety Act 2011 (Qld) ▪ Work Health and Safety Regulation 2011 (Qld) ▪ Public Health Act 2005 (Qld) ▪ Public Health Regulation 2005 (Qld) 	
RELATED DOCUMENTS AND ADVICE	<ul style="list-style-type: none"> ▪ CCC Work Health and Safety Policy ▪ CCC Volunteer Policy ▪ CCC Child Protection Policy ▪ CCC Lockdown Policy ▪ CCC Emergency Evacuation Policy ▪ CCCafé Volunteer Handbook 	

1. The minimum age for volunteers is eighteen years of age, or fifteen where work is undertaken as part of an educational or training program. From time to time students who may be younger than fifteen will be asked to perform volunteer tasks for the College. These tasks will be performed under adult or parent supervision.
2. Volunteers are entitled to a safe working environment and will be afforded working conditions in line with standards for paid staff, including the provision of any information and equipment required to undertake their duties. All volunteers can expect the same conditions of health and safety that apply to paid staff.
3. Volunteers will not be allowed to operate potentially dangerous plant or equipment unless they can demonstrate to their supervisor that they have the knowledge and ability to do so and possess any necessary licences or certificates.
4. Volunteers must report workplace injuries and workplace hazards to their supervisor as soon as possible.

5. If a volunteer becomes aware that they are unable to attend duty for any reason it is their responsibility to inform the College Administration or their supervisor.
6. Volunteers must be in possession of a current positive notice blue card, issued by the Commission for Children and Young People for Child Related Employment. They are expected to exhibit a friendly, positive attitude and exhibit a willingness to take direction from their supervisor in matters pertaining to their duties. Volunteers must work as members of a team and respect the functions and demands of paid staff (e.g. while on duty volunteers must restrict their discussions and activities to completing allocated work duties).
7. Termination of a volunteer's service can occur by either party giving notice or by mutual agreement of both parties.
8. Tasks for which volunteers are engaged should be commensurate with their fitness and level of skill. Volunteers would not, as a general rule, be involved with arduous duties.
9. Volunteers act as an adjunct to staff resources and are not to be regarded as a replacement for staff resources.
10. If possible, volunteers should be engaged for a defined period of time and in accordance with a defined set of work conditions and should be assigned a supervisor.
11. Volunteers will generally be responsible for their own expenses and for providing suitable clothing and footwear for work. Should the College require that corporate uniform be worn, it will be supplied free of charge to the volunteer. All volunteers must sign in and out daily at the Tuckshop and must wear a badge clearly stating the word "Volunteer".
12. Volunteers may incur expenses as a direct result of their activities. Prior approval must be sought from their supervisor should they require reimbursement of these expenses. Appropriate records and receipts must be kept as supporting evidence.
13. Volunteers must disclose any medical condition that may affect their duties.
14. Volunteers must be aware of the College's Work Health and Safety Policy and Procedures.
15. Volunteers are reminded that the College operates under a strict code of privacy and that all matters coming to the volunteer's notice while on duty must be kept confidential (see College's Privacy Policy).
16. Under no circumstances will a volunteer make any statement on behalf of the College to the media.
17. Volunteers are able to access processes available under the College's Grievance and Harassment Policies.

VOLUNTEER TO COMPLETE:

I have read, understood and agree to the conditions outlined above.

Name: (BLOCK LETTERS) _____

Signed: _____ Date: _____

AUTHORISATION:

Principal

Date

POLICY CHANGES

DATE:	POLICY CHANGES
14/03/2017	Volunteer Policy and Tuckshop Volunteer Policy combined. Legislation added.