



# 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 Columba's and what, in turn, St Columba's expects from volunteers.

### Volunteers should be provided with:

- access to, or a copy of, the St Columba's Child Safety and Wellbeing Policy, the St Columba's Safeguarding Children and Young People Code of Conduct and information on St Columba's policies and procedures
- induction and, where relevant, training
- copy of Volunteer Responsibility Agreement Form
- information about communication lines within St Columba's
- 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 St Columba's
- undertake work induction and training as required
- comply with St Columba's Child Safety and Wellbeing Policy, the St Columba's Safeguarding Children and Young People Code of Conduct and other policies and procedures
- work on tasks suitable to their skills and experience
- behave in an ethical manner
- keep St Columba's matters confidential, including those relating to students
- be committed to St Columba's' aims and objectives
- inform the supervisor when unable to undertake or complete a task
- use appropriate information channels within St Columba's when needing information, support, backup, supervision or review
- be aware of the limits of their role within St Columba's
- 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
- be aware of protocol when representing St Columba's

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|--------------------------|--|
| <input type="checkbox"/> | <b>I confirm that I have read and understand the responsibilities of a volunteer at St Columba's</b> |
| <input type="checkbox"/> | <b>I acknowledge and accept that I have been engaged as a volunteer at St Columba's</b>              |
| <input type="checkbox"/> | <b>that no payment will be made to me by St Columba's for any volunteering undertaken</b>            |
| <input type="checkbox"/> | <b>I understand and accept that St Columba's can cease the volunteering arrangement at any time</b>  |

Full Name:			
Signature:		Date:	