



Marsden State School

2021 Volunteer/Visitor Agreement Form



Thank you for your support of our school. We greatly appreciate your time to assist our school community.

Please note. Before commencing any voluntary work in the school, adults who are not parents or carers, must hold a Blue Card (An [Application for Suitability Notice for a Volunteer form](#). This is commonly known as an application). This is then forwarded to the Commission for Children & Young People for processing. Once approved, your Blue Card must be presented to the office in order for it to be linked to our school prior to commencing any volunteer work. Your Blue Card should be carried at all times whilst on school grounds.

Blue Card applications can be made online and are free for volunteers. [Blue Card Application](#)

All Parent and School Community Volunteers and Visitors should read the following information and complete the form below.

It is essential that you read, carefully consider and understand the Following **KEY MESSAGES GUIDE:**
[file:///D:/sstat1/My%20Documents/Downloads/KEY_MESSAGES_GUIDE_2020_Volunteers%20\(1\).pdf](file:///D:/sstat1/My%20Documents/Downloads/KEY_MESSAGES_GUIDE_2020_Volunteers%20(1).pdf)

Please also read and understand the following guidelines for satisfying requirements as a Marsden State School volunteer - this includes volunteering on school grounds or assisting off site on a school excursion or other event

- Always sign in at the office. This enables us to account for you in case of an emergency or an evacuation drill. Always have the visitor's sticker visibly displayed on your body.
- If you have any behaviour concerns with children that cannot be managed with a polite request to stay on task/co-operate/listen, then please refer these to the teacher immediately. Volunteers are not to discipline children themselves (this includes raising voices or physically handling students).
 - Always refer to the teacher when increasing the level of work for a child you may be working with (e.g. reading levels). Teachers use a range of information to determine appropriate work for students.
 - Avoid any critical or negative comments (about students work, dress, food, etc.) to children or to their parents. Please notify the class teacher about any problems or concerns.
 - Avoid physical contact with students (including sitting on laps and cuddling).
 - Be mindful of inappropriate language when speaking to students. These days families have different views about which words are acceptable for children.
 - Avoid making any critical or negative comments towards students, staff or other volunteers
 - Your observations and interactions with supervising teachers and staff working with students are regarded as confidential. It is not appropriate to relate what you have seen or heard staff doing to other parents, children or community members.
 - Your interactions with children should be regarded as confidential. Reporting to parents about a child's performance on a task or their behaviour is the role of the classroom teacher.
 - Please wear appropriate clothing and footwear. If unsure of requirements ask staff for guidance/feedback

Excursion specific information

- We ask that you do not enter bathrooms, toilet blocks, or other accommodation, including your child's, unless directed to or with the express permission of supervising teachers or staff.
- Your attendance has been factored into adult/student supervision ratios. Please ensure you can keep your commitment to ensure the safety and supervision of our students.

Thank you for volunteering at our school. Your contributions are highly valued.

Kev Leathwaite

Principal

The Department of Education and Training, through Marsden State School, is collecting personal information in accordance with [Education \(General Provisions\) Act 2006](#) in order to maintain student permission records. The information will only be accessed by Department of Education and Training. The information will not be given to any other person or agency unless consent is provided.

First Name _____

Last Name _____

Email _____

Mobile _____

I would like to offer assistance in the following (optional):

- Tuckshop
- Breakfast Club
- P&C Events/Fundraising/Craft Club
- Classroom Helper/Excursions
- Other

Specific area/event I would like to assist (optional) _____

Choose One: *

- I am a parent/carer volunteer of a student at Marsden State School
- I am a Grandparent/Sibling/Community Member volunteer and understand that I will require a Blue Card to work as a volunteer.
- I am a visitor/performer and hold a Blue Card
- I am a visitor/performer and DO NOT hold a Blue Card (Please report to our reception office)

Blue Card number if applicable _____

Date of Blue Card expiry if applicable _____

Your VOLUNTEER Blue Card has to be 'Linked' to our school. If you have not applied for your card through our school, please visit the office to get your card linked.

My Blue Card IS linked to Marsden State School and my details will be kept confidentially on the Blue Card Register

My Blue Card **is NOT** linked to Marsden State School and I understand that I will need to visit the school office to get it linked.

Declaration

I declare that I have carefully read, considered and understood the attached **KEY MESSAGES GUIDE** for volunteers. I confirm that I: *

- am aware of my responsibilities to work ethically, protect information, work safely and respond appropriately to any suspicion of harm to a student
- acknowledge my obligation to follow the department's policies and procedures, as required
- know where to go for further information or support.

I understand that the key messages guide Record of Completion: *

- is recognised in all departmental facilities and schools
- can be used as evidence of completion of the key messages guide.

I confirm that I have read and understood the additional guidelines for satisfying requirements as a Marsden State School volunteer. *

Yes

I declare that I will comply with on-site COVID-19 health and safety measures, including: *

- Not attending if unwell
- Maintaining social distancing
- Practise good health and hygiene
- Wash or sanitise my hands upon arrival
- Not congregate in any size group whilst on school grounds
- Attend only the area listed above
- If I become unwell while on school grounds I will be required to leave.
- I cannot attend if I am under any COVID-19 quarantine regulations.

If not a parent/carer: I understand that I should carry my Blue Card with me at all times when volunteering on school grounds or on an excursion.

Yes

Date _____

Signature _____

OFFICE USE ONLY

Acceptance Yes No

Staff Member _____

Signature _____ Date _____

Cancellation of Agreement

When concerns arise about a volunteer, the school provides opportunities to remedy a problem or improve an area of concern wherever possible. A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer:

- Has no more suitable work available
- Fails to follow requirements outlined in the Volunteer Agreement and elaborated via induction training and informal conversation with staff and Administration
- Behaves in a manner deemed inappropriate or improper towards students, parents or staff
- Fails to meet commitments without notice to the school

Grievance Procedure

We understand that through the course of your work as a volunteer, there may be situations arise where you may be unhappy with a situation, the way you were treated or the outcome of a situation.

If you choose to seek formal resolution to the situation, the following points should be noted: Firstly, attempt to take up the situation with the person concerned to resolve the issue. If it is not resolved:

- Where the issue concerns the P&C executive, then the issue should be directed to the school Principal
- For issues relating to staff, these should be directed to the school Principal
- Where the issue concerns other volunteers, the issue should be directed to the Volunteer Coordinator for the area or project you are involved in, or to the P&C Executive
- Where the issue concerns the Principal, then it should be directed to the Regional Director -Schools for the South-East Region.

If the issue isn't resolved to the satisfaction of all parties, then a formal grievance procedure can be implemented. A copy of the grievance will be provided to all parties who will be given the opportunity to respond in writing. A meeting will be convened to try and reach a mutually

satisfactory agreement between the parties.

REMEMBER - We encourage you to express your concerns early to the appropriate person so that issues can be resolved.