



# ST PIUS X COLLEGE

## CHATSWOOD

### SPX VOLUNTEER REGISTRATION FORM

FROM: 'Volunteers Engaged in Catholic Systemic Schools' (Archdiocese of Sydney)

NAME OF VOLUNTEER (PLEASE PRINT): \_\_\_\_\_

VOLUNTEER ROLE UNDERTAKEN AT THE COLLEGE \_\_\_\_\_

1. On arrival **proceed directly to reception or designated area** and sign in prior to any work starting. You will be issued with and expected to **wear a visitors ID tag / badge** for the duration of the activity as this is what staff and students are trained to observe. Co-curricular Parent Coaches/Managers don't usually wear Visitor Passes/Badges.
2. Only use staff and visitor toilets and/or change areas. **Do not enter student toilet or change areas.**
3. Do not smoke or drink alcohol on any school premises (Chatswood or Oxford Falls) or during the school volunteer activity.
4. It is not acceptable to attend a school activity or site intoxicated or under the influence of any substance.
5. You are operating with the support, knowledge and in some cases the supervision of a staff member at all times.
6. If a student approaches you, or you witness student behaviour that concerns you, immediately advise a staff member in the area or the Principal directly.
7. It is best practice not to be alone with any student or exchange personal details with a student.
8. Do not exchange any phone numbers with any student, or connect with them through any social media service, (unless approved for educational purposes by your supervising teacher).
9. Abide by all relevant **Work Health and Safety legislation** while attending the school or school activity.
10. Maintain adult boundaries with all students and interact with staff on a professional basis.
11. Respect student and staff information that you become aware of in your role as volunteer with privacy and confidentiality.
12. Familiarise yourself and comply with the EREA Code of Conduct.

**IMPORTANT:** As a volunteer who is engaging with a school your conduct is subject to a high level of scrutiny to ensure a safe school environment for all. Your continuing role as a volunteer and your attendance on a school site always remains subject to the approval, and is at the discretion of, the Principal.

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ABN 50 451 308 630



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### UNDERTAKING AND STATEMENT

I, \_\_\_\_\_ (insert Full Name Here) of  
.....{Residential Address, as the parent/carer of  
\_\_\_\_\_ in Year \_\_\_\_\_ have read the above.

I understand points 1-12 and I undertake to adhere to these requirements.

I also declare that I have not been convicted or charged of any criminal offence in Australia that would bar me from being on a school site or to work with children in NSW.

I have attended a Volunteer Information session in person or accessed these materials via the College Website in relation to safe schools expectations and my role as an employee/volunteer of the College.

As required, given my volunteer role at the College, my current WWCC # is \_\_\_\_\_ and my Date of Birth (to enable the required verification by the College) is \_\_\_\_\_ (DD/MM/YEAR).

.....  
**FULL Name (Please Print)**

.....  
**Signature**

.....  
**Date**

.....  
**Witness name**

.....  
**Witness signature**

The signed copy of this document is to be returned to the Principal's office to be stored securely at the school.

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#### School Office use only

Reviewed by: ..... (name) on.....(date)

Outcome:

- Approved
- Not approved

Review on: .....