



Volunteer Guideline and Agreement

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OXLEY MISSION STATEMENT

To provide an education for excellence within a Biblical Christian worldview.

1. Confidentiality

While assisting at the College you may be privy to personal and sensitive information. Privacy Laws stringently protect personal and sensitive information. In the interest of all students, College families and staff, it is essential that matters concerning a student's progress, behaviour or family situation are not discussed with other parties, including the child's family. If volunteers are in breach of this agreement, participation as a volunteer will be no longer considered.

2. Proof of Identity

The College is bound by law to verify the identity of all staff and volunteers working with children at the College. You will, therefore, prior to commencing volunteer work, need to provide the College with documents that satisfy the '100 points system'. Please refer to the attached 'Full list of identity documents' (at the end of this document). The College will need to sight original documents, or otherwise certified copies of the original documents. For details about acceptable identification documents, you may also refer to the Victoria Police website (http://www.police.vic.gov.au/content.asp?Document_ID=34472).

3. Working With Children Check

As your role may involve regular and direct contact with children, you will require a Working with Children Check (WWCC). This Check is free for volunteers and an application form is available at any Post Office or online (<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>). The College is required to sight the original WWCC and keep a copy of your WWCC on file. Once the WWCC is received (and proof of identity verified), you are able to commence volunteer work in the classroom at the classroom teacher's discretion. If you are not successful in your application for a WWCC, we will not be able to accept your help.

4. Child Safe Code of Conduct

Oxley Christian College is a child safe environment. Our College actively guards the safety and wellbeing of all students, and all school staff and volunteers must be committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including the Child Safe Standards. A copy of the College Child Safe Code of Conduct for Staff, Volunteers, and Other Adults is provided with this Volunteer Agreement for your acknowledgement and execution, prior to commencing volunteer work with the College.

5. Respect

All members of the Oxley community are asked to respect the Christian ethos of the College, as highlighted in the Mission Statement. It is expected that volunteers will be courteous and considerate of staff, students and other visitors to the College at all times. We ask volunteers to support the College by modelling the standards of behaviour which we ask of our students. Please refer to the excerpt from Oxley's Student Behaviour Guidelines (attached).

6. Visitor Registration

Volunteers are required to sign in and sign out when visiting the College (outside of the usual school drop-off and pick-up times) via an iPad located at Visitor Reception. This process will also be required for volunteers assisting on school excursions.

7. Identification

It is important for staff to know who is on our premises and in what capacity. You will be issued with a visitor identification lanyard, which you must wear at all times. At the conclusion of your visit, please return your identification lanyard to the office and sign out.

8. Emergency procedures

As part of your induction, you will have been informed of emergency procedures. If you are uncertain, please check with the class teacher or Head of School. You should ensure you are acquainted with the evacuation areas for emergency procedures. The main meeting area for a general evacuation is on the car parking areas between the school and church.

9. Medical Information

In order to provide appropriate assistance in an emergency, the College requires that you complete the Medical Information sheet with all relevant details, so that the First Aid Officer may document any special requirements (attached). All medical information provided is in confidence.

10. Dress Standards

Volunteers are asked to dress appropriately for their role and pay particular attention to wearing appropriate footwear with regard to Occupational Health and Safety expectations.

11. Car Parking

Please use the designated parking area for parents. If you will be leaving before 10.15am, you may use Carparks A-D. If you need to stay any longer, please use the carpark opposite the church, on the west side. On Fridays, classroom helpers are advised to park in Carpark C, or otherwise on the other side of the church, because of Year 5/6 sport.

12. Safety

Volunteers are asked to observe safe practices with regard to their own safety and that of other members of the College community. As volunteers, you are covered by our Personal Accident Insurance Policy.

13. Participation

Your involvement as a volunteer is at the discretion of the classroom teacher and Head of School. The College reserves the right to withdraw approval for volunteer services, for any reason, at any time.

14. Ethical

Volunteers are required to always act in the best interests of children, their families and other users of the College.



Oxley Christian College

Student Behaviour Guidelines (excerpt)

General Expectations of Students

Students at Oxley Christian College are expected to:

1. Be loyal to the Christian values and beliefs of the school.
2. Respect the authority of the Principal, Heads of Schools and teachers, and comply fully with their directions.
3. Take responsibility for their own actions (as appropriate for their age level) in speech and behaviour showing courtesy and consideration of others at all times.
4. Accept responsibility appropriate to their age for the well-being of other students, and respect the property of other students.
5. By behaviour and example uphold and promote the good reputation of the school.
6. Care for school buildings and school property through the careful use of facilities and equipment.
7. Ensure that all required items of the school uniform are correctly worn and that all such items are kept clean, tidy and presentable.
8. Undertake all school activities by striving at all times to perform to the best of their ability.
9. Be punctual and regular in attendance, and to submit set work on, or by the due date, except on occasions where there is a valid excuse and be fully prepared for each school class or activity.
10. Ensure that channels of communication between school and home are maintained through the prompt transmission of parent notices and other forms of communication.
11. Be well-groomed and in complete school uniform.
12. Smoking, graffiti, indecent-language and the possession of alcohol or drugs is forbidden.
13. Students must abide by the Computer Use and Internet Policy.



Oxley Christian College

Volunteer Agreement

Junior School Years Prep – 6

Name of Volunteer: _____

Name of Oxley Staff member to whom volunteer reports: _____

Proposed Volunteer Role/s: _____

Parent of (if applicable):

_____ Year Level: _____

I have:

- been briefed on Oxley's Volunteer Guidelines and am aware of my responsibilities.
- presented the original copy of my Working with Children Check to the College for copying and retention.
- completed a Medical Information Form and have noted all issues requiring special care.
- read and agree to abide by the requirements of the Oxley Volunteer Guidelines.

Working with Children Card No: _____ Expiry Date: _____

Signature: _____ Date: _____

**PLEASE RETURN THE AGREEMENT TO
THE OXLEY CHRISTIAN COLLEGE VISITOR RECEPTION**

OFFICE USE ONLY

Approved by:

Full list of identity documents

The applicant/teacher must provide:

- at least one document from Category 1
- either one or two documents from Category 2
- the combination of documents supplied should, as a minimum, equal a total of 100 points

Category 1	Points Scored
Birth Certificate/Birth extract	70
Australian Passport (current, or expired within the previous two years, but not cancelled)	70
Australian Citizenship Certificate	70
International Passport (current, or expired within the previous two years, but not cancelled)	70
Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)	70
Category 2	
Current Licence or Permit (Government Issued) – i.e. driver's licence	40
Aviation Security Identification Card/Maritime Security Identification Card	40
Public Employee Photo ID Card (Government Issued)	40
Department of Veterans' Affairs Card	40
Centrelink Pensioner Concession Card or Health Care Card	40
Current Tertiary Education Institution Photo ID	40
Reference from a VIT registered teacher (must have known the Applicant for a period of at least 12 months)	40
Foreign/International Drivers Licence	25
Proof of Age Card (Government Issued)	25
Medicare Card/Private Health Care Card	25
Council Rates Notice	25
Property Lease/Rental Agreement	25
Property Insurance Papers	25
Australian Tax Office Assessment	25
Superannuation Statement	25
Seniors Card	25
Electoral Roll Registration	25
Motor Vehicle Registration or Insurance Documents	25
Professional or Trade Association Card	25
Utility Bills (e.g. Telephone, Gas, Electricity, Water)*	25
Credit/Debit Card*	25
Bank Statement/Passbook*	25
*Note: If relied upon, these documents must be from different organisations	

Change of Name

If the applicant has changed their name, or been known by another name, they must provide a linking document between the current name and the former name. Examples of a linking document are: a marriage certificate; divorce papers; a name change certificate issued by a State or Territory Registry of Births, Deaths and Marriages, a Deed Poll; or a Statutory Declaration (when none of the above documents are available)

These documents must be originals or certified true copies and DO NOT count towards the 100 Points.