



Volunteer Guidelines

Junior School Years Prep – 6

OXLEY MISSION STATEMENT

Oxley Christian College is a Christian school committed to excellence in teaching and learning through which students develop their unique abilities in a secure yet stimulating environment. Each student is nurtured towards a personal faith in Christ, an understanding of Christian values and a commitment to serve God and His world.

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. **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, 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.

3. **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).
4. **Identification:** It is important for staff to know who is on our premises and in what capacity. All visitors to the property are expected to sign in at the office. You will be issued with visitor identification which you must wear at all times. At the conclusion of your time, please return your identification to the office and sign out.
5. **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.
6. **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.

7. **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.
8. **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.
9. **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.
10. **Participation:** Your involvement as a volunteer in the Junior School is at the discretion of the classroom teacher and/or Head of School. The College reserves the right to withdraw approval for volunteer services, for any reason, at any time.
11. **Ethical:** Volunteers are required to always act in the best interests of children, their families and other users of the College.

Facilitator: Head of Junior School

Related Documents Attached:

- Medical Information form
- Volunteer Agreement Form
- Student Behaviour Guidelines (excerpt)



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: _____



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.