



## Indirect Contact Volunteer Agreement

This document is not legally binding but rather is designed to establish a commitment by Catholic Ladies' College and volunteers who do not have direct contact with students but who are engaged in College volunteering activities.

### You are an Indirect Contact Volunteer

---

The Parent's Association BBQ at Catholic Ladies' College is not a Direct Contact Volunteer position. This means that you:

- will not be involved in providing support, guidance and supervision directly to students;
- will not have direct contact with students;
- will be engaging in activities when students may be present in the vicinity ("school-connected activities");
- perform all duties on a voluntary basis, of your own free will;
- will not receive payment for your work;
- are not an employee of Catholic Ladies' College; and
- are not entitled to a salary or any other entitlements associated with employment.

### What Catholic Ladies' College will do for you

---

Catholic Ladies' College values its volunteers and we will provide you with:

- a full safety induction including how to perform your work safely, and our emergency plans;
- orientation and any training necessary for the volunteer role;
- child protection training as it applies to an indirect contact volunteer;
- a safe and healthy environment in which to perform your role;
- a supervisor, so that you have the opportunity to ask questions and get feedback; and
- insurance to cover you for the volunteer duties you are authorised to perform.

### What Catholic Ladies' College asks of its volunteers

---

We ask that you:

- comply with our Volunteer Code of Conduct which forms part of this agreement;
- comply with our Child Protection Program;
- participate in all relevant induction and training programs;
- comply with all safety instructions and take care of your own health and safety and that of others affected by your activities;
- notify us immediately of any injury, illness or safety hazard related to your volunteering activities with us;
- notify us immediately if you are charged with or convicted of any offence which may impact on your Working with Children Check;
- notify us immediately if you become aware that a student has been sexually or physically abused or groomed;
- comply with confidentiality and privacy requirements relating to information you obtain as part of your volunteering duties;
- use any property or equipment given to you in your role only for purposes of the job and return it to the College when you finish your volunteer role;
- let us know if you wish to change the nature of your contribution; and
- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

### Contact person

---

Your initial contact person at Catholic Ladies' College will be Mrs Janelle Sheahan, Business Manager.

Email: [jsheahan@clc.vic.edu.au](mailto:jsheahan@clc.vic.edu.au)

We are committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by us.