



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:

- are COVID double vaccinated; vaccination certificate proof will be required to be sighted.
- 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 eligibility to volunteer at the College;
- 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 Simon Gridley, Business Manager.

Email: sgridley@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.