



APPLICATION TO WORK AS A VOLUNTEER

Volunteers are an important and valued part of Tyndale Christian School. We hope that you enjoy volunteering with us and feel a full part of our team!

PRIVACY

In applying to be a volunteer of the School, you will be providing the School with personal information about you. The School's Privacy Policy sets out how the School will collect and use your personal information. The Privacy Policy is available from one of our School offices or from our website www.tyndale.sa.edu.au or by email tyndale@tyndale.sa.edu.au

PERSONAL INFORMATION:

Name:	
Address:	
Post code:	
Telephone (home)	Telephone (business)
Telephone (mobile)	Email
Date of birth	Emergency contact name and number
Do you hold a current First Aid Certificate?	Type of certificate & Training Provider
If YES, please attach a photocopy of certificate.	
Do you have any significant health concerns that are likely to affect your volunteering or which we should be aware of in order to fulfill our duty of care?	
Areas of expertise or interest <input type="checkbox"/> GLC or Zone <input type="checkbox"/> Camps & excursions <input type="checkbox"/> Property Maintenance <input type="checkbox"/> Cafeteria or Canteen <input type="checkbox"/> Classroom assistance <input type="checkbox"/> Community events <input type="checkbox"/> Library (back office) <input type="checkbox"/> Billet/host (please specify) <input type="checkbox"/> Other	



Brief details of skills (optional):
Have you volunteered at any other school or organisation involving children? (Provide details and contact person)
Names and year levels of your children at Tyndale

CHARACTER REFERENCE:

Please provide the name and contact telephone number of two people who can attest to your good character (please check with them first):

Name	Organisation and Position	Contact Number

YOUR PRIVACY - VOLUNTEER COLLECTION NOTICE

1. In applying to volunteer at the School, you will be providing the School with personal information. This information may include sensitive and health information.
2. If you provide us with personal information, for example, your name and address or information contained in your application or resume, we will collect the information in order to assess your application to volunteer. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for 3 years after the duration of the agreement in the case of engagement, or for a period of 12 months in cases where the application is unsuccessful.
4. At different stages of a volunteer's service to the School, there may be a need to disclose personal and sensitive information to others for administrative, duty of care and educational purposes. This includes disclosure to staff, other parents/caregivers, government departments, medical practitioners and people providing services to the School, including visiting specialist teachers, sports coaches, affiliated sporting and educational bodies and volunteers.
5. Personal information collected from volunteer may, on occasions, be publicised. This may include information such as volunteer activities and other school activities in which volunteers are participating. This may be published in School newsletters, daily bulletins, school year book, on our website and other similar school-based publications. Our School newsletter is placed on our website fortnightly. Photographs, videos and images of volunteer activities may be taken



for publication in School newsletters, daily bulletins, school year books, on our website and other similar school-based publications.

6. Photographs, videos or images will only be used as part of the School's advertising and marketing activities after parental and student consent has been given.
7. As you may know, the School will occasionally engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
8. The School's Privacy Policy sets out how you may seek access to personal information collected about you and how you may complain about a breach of privacy and how the School will deal with such a complaint. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
9. The School will occasionally use outside experts or consultants to assist the School with engagement of volunteers. In these circumstances, our contractual agreements with these parties will require the same commitment to your privacy as the School gives you. We will not disclose this information to any other third party without your consent.
10. The School has a policy of conducting employment screening checks, including:
 - character and professional references
 - criminal history checks
 - checks for Apprehend Violence Orders or similar records under child protection laws

We may also collect personal information about you in accordance with these laws.

11. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
12. If you provide the School with the personal information of others, such as character or professional referees, doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and the reasons, so that they can access that information if they wish, and that the School does not usually disclose the information to third parties.
13. The School can be contacted as follows:

Tyndale Christian School
50 Fern Grove Boulevard
Salisbury East SA 5109
Ph. 08 8250 7655
Fax 08 8281 7951
tyndale@tyndale.sa.edu.au



WORK HEALTH AND SAFETY (WHS) STATEMENT - VOLUNTEERS AND INVITEES

As an integral part of this offer of contract it must be understood that Tyndale Christian School has a Work Health and Safety policy which requires that all volunteers shall:

- ensure that they are aware and comply with the various WHS policies and procedures of the School;
- take all reasonable care to protect their own health and safety as well as that of other persons with whom they come into contact in performing their work;
- actively participate in any training offered with respect to WHS and are proactive in identifying and requesting training in any area where they feel there is a need;
- take an active role in bringing to the attention of management or relevant employees any hazards or potential hazards which may affect the safety of the workplace, including any purchases of equipment, which they believe, would assist with the elimination, minimisation or control of an identified hazard.
- use appropriate safety equipment - where required - in the correct manner;
- maintain the workplace in a well-kept and orderly condition;
- report immediately any unsafe conditions or equipment to the Principal, or person delegated to whom they report;
- report to the Principal, or person delegated to whom they report, any injury sustained no matter how minor as soon as the injury becomes apparent;
- ensure that they are not, by consumption of alcohol or any other drug, in such a state as to endanger their own safety at work or the safety of any other person at work.

A failure to comply with the legal requirements, specific instructions related to health and safety, or the School's health and safety practices and procedures may result in immediate removal from the School premises, and such other action as may be appropriate.

Special Note - Acceptance of this agreement signifies that you have read this statement and agree to abide by the conditions expressed therein.



VOLUNTEER'S AGREEMENT AND DECLARATION

1. I recognise that every child has been created by God and has the right to be treated with dignity and respect, and to expect trustworthy and responsible leadership.
2. I acknowledge that I am a role model to young children and will therefore seek to conduct myself properly at all times.
3. I understand that I have a duty to discharge fully my responsibility and duty of care in my capacity as a volunteer.
4. I understand that the relevant Head of School may wish to interview me before placing me in a position of trust.
5. I agree to the School taking the following steps where deemed appropriate:
 - a. conducting a criminal history assessment; and
 - b. screening personal references.
6. I agree to give priority to training that is a part of the volunteer activity in which I am involved.
7. I recognise that child abuse is a serious matter and that any suspicions that a child is a victim of any form of abuse (physical, sexual, emotional or neglect) should immediately be reported by me to one of the teachers, unless that person is implicated. I also understand that if I suspect that any child is being abused in any way, or any person in a supervisory or caring role within the School is suspected of abusing a child, this matter will be reported to Children, Youth and Family Services (CARL) by the leadership of Tyndale Christian School.
8. I understand that while working with children or in any other volunteer capacity, I may be privy to information that involves a student, staff member, volunteer, contractor, supplier, parent/caregiver, or other person involved in overall School business, and that this information is deemed confidential and that I am expected to observe this confidentiality at all times. I further understand that I am not to talk to other parents about any child with whom I am working or other information that I may come across in my capacity as a volunteer.
9. I will not represent the School without permission from the Principal, Head of School, Director of Studies or the Business Manager.
10. I have read and understood all of the information in the policy document "V1.01 Volunteer Policy and Procedures" outlining my role and responsibilities.
11. I will endeavour to work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected.
12. I have read and support the School's Vision, Mission, Values and Culture, and the Statement of Faith.
13. I agree to follow Tyndale's policies and procedures, including Work Health and Safety.
14. I understand that it is not intended for any employment relationship to be created either now or at any time in the future, nor any preference to employment.
15. By applying to volunteer, I am declaring that I have not:
 - a. Been charged with a sexual offence or an offence against the person of a student or child; or
 - b. Been dismissed from any previous employment on the grounds that I was involved in improper conduct of a sexual nature with a student or child; or



- c. Retired or resigned from any employment following allegations that I was involved in improper conduct of a sexual nature with a student or child; or
 - d. Been advised by any employer that my name has been included on a list of those not to be employed in a child-related area of activity.
16. I will notify a Head of School as soon as I become aware of any act, omission or information, and the relevant details of such, which may compromise my ability to continue volunteering at the School.
17. I have read and understood the section "Your privacy - Volunteer Collection Notice" on the previous pages.

By signing this application, I agree to the conditions and make the declarations described above.

Name _____ Signed _____ Date ____/____/____

REFERENCES

- A4.02 Privacy policy
- A4.02D Contractor volunteer collection notice
- O2.02 WHS Induction for Contractors, Volunteers
- O2.03 WHS Statement for Contractors, Volunteers
- S1.03 Duty of Care
- S1.12 Protective Practices for Staff in the Interactions with Students
- S1.15 Criminal History Assessments
- V1.01 Volunteer policy and procedures
- V1.01B Volunteer Induction Form
- V1.01C Volunteer Application Checklist

POLICY INFORMATION

Approver	Board of Governors
Date approved	02/04/2014
Date issued	02/04/2014
Officer responsible for this policy	Business Manager