

Volunteer Application and Declaration

Thank you expressing an interest in supporting our College in a Volunteer capacity.

Partnership with parents and the broader community of NT Christian Schools is integral to the vision of NT Christian Schools. The contribution of volunteers to enrich and support the learning experience for students is greatly appreciated.

All entities governed by NT Christian Schools conduct their operations, including delivery of curriculum, co-curricular and public events, in a manner that is consistent with the NT Christian Schools policies, procedures, religious doctrines, Statement of Faith, Christian beliefs and ethos.

We ask cooperation of parents, caregivers, volunteers, visitors and contractors to respect the values, principles and practices of NT Christian Schools which are deemed integral to its religious ethos, values and beliefs and practices as determined by policies and procedures of NT Christian Schools.

Expectations of behaviour and attitude of those engaging with NT Christian Schools as a volunteer, visitor or contractor are expressed in the NT Christian Schools Volunteer, Visitor and Contractor Code of Conduct.

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Parent, Volunteer, Visitor and Contractor Code of Conduct

1. Preamble

NT Christian Schools is an organisation that exists to advance the Christian religion through the provision of high-quality education and training services and religious instruction. A holistic and relational approach to learning for each individual student, underpinned by a biblical world view provides an education for the whole person, for the whole of life.

We believe that the Christian faith is a life-transforming faith that will be authentically evidenced in a believer's actions. The bible exhorts us to pursue godliness and to model biblical standards of behaviour. Everything we do, our practices, our conduct, our use and stewardship of resources is an act of worship to God and a witness to those around us.

All members of the NT Christian Schools community are to be committed to ensuring a safe and caring environment for students, staff and the whole community in a manner that is consistent with the Christian ethos and beliefs of NT Christian Schools.

Employees and those a policy applies to are fully supported by NT Christian Schools in ensuring compliance with these documents.

2. Purpose

NT Christian Schools values the benefits and enrichment that parents, volunteers, visitors and contractors can bring to the learning environment of our schools and programs when their involvement and conduct is aligned with the values, Christian ethos and practices of NT Christian Schools.

NT Christian Schools takes its obligations to protect its students, staff¹ and community members very seriously. This code of conduct sets a standard for interactions and behaviour so that we can create an environment that is safe and supportive of the wellbeing of the whole NT Christian Schools community aligned with the beliefs and values of NT Christian Schools.

Building positive relationships and strong community can bring increased benefits to students and staff and is integral to our vision to be *Christian communities, learning together to live life as God intended, offering hope to the world.*

3. Policy applies to

This applies to anyone who is a volunteer, visitor or contractor to NT Christian Schools and its entities whether as a parent or member of the broader community.

The policy is available to all parents, carers, students, staff, volunteers and contractors via the NT Christian Schools website and on request from any NT Christian Schools Office as required.

The policy is available to all staff via the NT Christian Schools Canvas *Policy and Advisory Library*.

¹ NT Education Act (2015) section 4(c)

4. Policy

Guiding Principles

Parents play a vital role in the education of their children² and those who choose to enroll their children in our schools do so with an understanding of the Christian ethos and values of NT Christian Schools and a desire for a partnership between home and school as they raise and educate their children.

NT Christian Schools is dedicated to advancing the Christian religion through the provision of education and religious instruction. For the purposes of upholding the Christian ethos of our schools, programs and entities, it is a genuine occupational qualification of available volunteer roles and those entering into contractor agreements that applicants agree to be respectful of and not actively oppose the religious beliefs of NT Christian Schools as articulated in the NT Christian Schools Statement of Faith.

Entities of NT Christian Schools will ensure the Parent, Volunteer, Visitor and Contractor Code of Conduct is readily accessible to stakeholders and the community.

When there is ongoing interaction between a volunteer or contractor with an entity of NT Christian Schools they will be requested to sign the Declaration of their agreement with this Code of Conduct. A parent or volunteer attending an excursion or camp will be asked to complete the *Volunteer Application Form*.

Legislative Requirements

It is a legislative requirement of the NT Government and policy of NT Christian Schools that to work or volunteer on a regular basis with people under 18 years of age in the Northern Territory (NT), that you must hold a current Working With Children Check, also referred to as an Ochre Card.³

Your Ochre Card details must be provided to NT Christian Schools to check validity from Safe NT before commencing any reoccurring volunteer or contract work or services. (Please note this may take up to a week to be processed).

NT Christian Schools is required to keep a copy of your Ochre Card details on file and will do so along with any other personal information requested in accordance with our Privacy Protection policy.

5. Parent, Volunteer, Visitor and Contractor Code of Conduct

Partnering with us

When visiting a campus, attending or engaging in activities and events led by NT Christian Schools, we ask parents, volunteers, visitors and contractors to adhere to the following standards:

- When visiting a campus of NT Christian Schools, please sign in on arrival and out before departure at the reception area so we can ensure appropriate care can be provided and record keeping maintained.
- Conduct yourself in a manner respectful of the NT Christian School's Christian beliefs, values, ethos and opinions.
- Join in as you are able, and approach activities with a willing and enthusiastic attitude.
- Show respect for the authority of NT Christian Schools leadership and staff members. Do not undermine their teaching or instruction to students.
- Follow any lawful and reasonable direction given by staff of NT Christian Schools when on campus or

² NT Education Act (2015) section 4(d)

³ Care and Protections of Children (screening) regulations 2010, part 2

attending NT Christian School events, including those off-site.

- Take direction from the supervising staff members and assume a general support role, if not allocated a particular task.
- Treat everyone with respect and courtesy, showing consideration for other people's culture, beliefs and opinions.
- Be proactive in ensuring the safety and wellbeing of children, students, yourself and others.
- Assist in creating an environment free from fear, harassment, racism or exploitation.
- Use appropriate language that is polite, kind and non-judgemental. No swearing, blaspheming (disrespecting God or religion), disrespectful or derogatory language.
- Remain highly visible, in view of staff while interacting with students.
- Maintain appropriate privacy and confidentiality, do not disclose personal information or contact details of another person without permission.
- Maintain appropriate boundaries with students, staff and other members of the NT Christian Schools community in all environments, including any online interactions through social networking or other sites, or when using other communication media including telephone, SMS and chat.
- Do not take, post or publish any photographs without consent of the supervising staff member of students other than your own children.
- If concerned about the behaviour or welfare of a student, communicate your concerns to the supervising staff member. Do not administer any consequences or discipline yourself.
- Report any inappropriate behaviour, misconduct, safety hazard or unsafe practice you observe to the event leader or campus leadership. (Reports of child abuse, neglect or domestic violence will be handled under NT Christian Schools' *Mandatory Reporting Policy* and procedures in accordance with Northern Territory legislation).
- Do not use your position to, in any way actually or apparently, take advantage of, abuse or engage in unlawful conduct with a child or another person in any manner.
- Do not smoke or vape; possess or be under the influence of illegal drugs or alcohol or be in possession of any weapons on campus or at NT Christian Schools events.
- You must declare to campus leadership if you are the subject of a reportable child offence conviction; or an Intervention Order (DVO, PVO, AVO or similar) related to a student, staff member or another parent on that campus; before you visit the campus so appropriate support processes may be implemented.
- When disagreement or conflict arises, seek to approach the conversation with humility and good will, seeking a swift resolution and reconciliation. Refer to the NT Christian Schools Conflict Resolution Policy and Complaints and Investigations Policy if needed.
- If driving a vehicle as a volunteer, before driving, you must complete a NT Christian Schools' *Driver Application Form*. If driving buses with a GVM of 4.5 tonnes or above, seating 12 or more passengers, a NT Christian Schools' *Heavy Vehicle Driver Assessment of Fitness to Drive* must be completed.

Partnering with you

NT Christian Schools wants all volunteers, visitors and contractors to feel welcome and safe when interacting with us. It is expected that our staff and students will show you the same courtesies of politeness, respect and friendliness as asked of parents, volunteers and visitors.

Staff coordinating events, projects or contracts are to:

- Give the necessary instruction for volunteers, visitors and contractors to be able to engage with the event or activities they are attending, aware of safety requirements and facilities such as toilets and first aid.
- Provide oversight of their interactions, for the safety and wellbeing of everyone.
- Assure compliance with legislative and NT Christian Schools policies and procedures.

Any concerns raised by you with staff will be treated with respect and dealt with in accordance with appropriate processes of NT Christian Schools.

All information captured in the *Volunteer Application and Declaration Form*, and *Volunteer Medical Form* will be treated with discretion, and used only for its intended purpose in accordance with NT Christian Schools *Privacy Protections Policy*.

Breach of Code of Conduct

Breaching these terms is a serious matter and will mean:

- NT Christian Schools will take action against behaviour which threatens the health or safety of another person on campus or at an NT Christian Schools event.
- You will be asked to leave the campus or NT Christian Schools event immediately.
- You may be denied options to attend a campus or event in a volunteer, visitor or contractor capacity in the future.
- NT Christian Schools may instigate an investigation or appropriate reporting processes.

6. Roles and responsibilities

Evidence of Compliance	
Principals / ELC Directors / Operational Directors	
Lead a culture of high expectation in regard to welcoming and including the NT Christian Schools community and embedding safety into the organisation.	Communication records
Conduct regular review and self-assessment that all Safe and Supportive Environment Suite policies and related practices are being followed.	Annual reviews and self-assessment reports
All Staff	
Treat parents, volunteers, visitors and contractors with kindness and respect.	
If coordinating an event, contract or project that any volunteers, visitors or contractors are aware of the Code of Conduct, and aware of information	Provide copy of Visitor Campus Guidelines or Parent, Volunteer, Visitor, and Contractor Code of

Evidence of Compliance	
they may need such as toilets, first aide, and emergency procedures.	Conduct
Ensure required process in regard to capturing required information such as Ochre Card, and where appropriate, Volunteer Application form information is processed in accordance with current NT Christian Schools' policy and processes.	Data management system records Register records
All Parents, Volunteers, Visitors and Contractors	
Treat all staff and students/children at NT Christian Schools with respect and kindness.	
Be respectful of the beliefs and values of NT Christian Schools	
Abide by the terms of the Volunteer, Visitor and Contractor Code of Conduct.	
All students/children at NT Christian Schools	
Treat parents, volunteers, visitors and contractors with respect and kindness	

7. Definitions and acronyms

The following terms used throughout this policy are defined as follows:

Term	Definition
Child / Children	a person younger than 18 years of age or a person apparently younger than 18 years of age if the person's age cannot be proven. ⁴ – and in addition for this policy, includes any person (despite age) enrolled to receive education or care from a secondary school or program of NT Christian Schools will be considered a child for the purpose of care and protection.
Contractor	A person or organisation who undertakes to provide supplies or a service for a particular project on a contracted term.
Ochre Card	Card provided by SafeNT as evidence of having undertaken a Working With Children Check
Parent	The father, mother or any other person who has parental responsibility for the child, determined by birth, culture or legal arrangement.
Student	Is an individual of any age enrolled in a learning or training environment, (in particular to this policy), facilitated or governed by NT Christian Schools.
Visitor	Guest at, or spectator of an event or activity coordinated by any entity of NT Christian Schools.
Volunteer(s)	Those who willingly give of their time, knowledge, skill or support to any entity of NT Christian Schools, without financial gain, either in formal or informal arrangements.

⁴ Care and Protection of children Act (2007) NT

8. Related legislation and policy

NT Christian School policies and procedures

- Volunteer Application Form and Declaration
- Visitor Campus Guidelines
- Safety and Wellbeing Policy Suite
- Child Protection Policy
- Mandatory Reporting Policy
- Prohibited Substances and Items Policy
- Driver Application Form
- Heavy Vehicle Driver Assessment of Fitness to Drive Form

Legislation

- Care and Protection of Children Act (2007) NT
- Care and Protection of Children (Screening) Regulations (2010)
- Education Act (2015) NT

Other relevant resources

- Australian Human Rights Commission 'National Principles of Child Safe Organisations'
- Safe NT
- Registration Standards for Non-Government Schools (NT)

Please feel free to keep pages 1 to 7 for your reference

Volunteer Application and Declaration

Please complete the form below to *indicate your interest* in attending a school activity or camp as a volunteer. Return completed forms to event or camp coordinator, or campus office. NT Christian Schools will, at its discretion, determine if there is a suitable part for you as a volunteer at an event or camp. You will be advised accordingly. Where check boxes are provided, please select the appropriate response.

Note: NT Christian Schools maintains Volunteer Registers and all information provided is protected according to terms expressed in our Privacy Protection Policy.

Full Name:

Residential Address:

Email:

Mobile Number:

Date of Birth:

Male Female

Other Phone Number:

Camp or Event you would like to volunteer for:

Event Date(s)

to

Are you available for the whole event? Yes No

If 'no' please advise:

Student attending event:

Relationship to you:

All volunteers must have a NT Ochre Card -

Notice Number:

Expiry:

The information you provide below will help us utilise your skills supporting our event in the best area. If offered a volunteer part, you will need to provide NT Christian Schools a copy of your qualifications or licences, including NT Ochre Card before the event.

Why would you like to volunteer for this event?

Drivers will need to complete a Driver Application for our insurer, Heavy Vehicle drivers will need to complete an Assessment of Fitness to Driver medical, (at NT Christian Schools expense)

Do you have a current:

NT Driver's Licence

Yes No

Heavy Vehicle Licence

LR MR HR

4WD Experience

Yes No

First Aid Certificate

Yes No

Bronze Medallion

Yes No

Experience cooking for big groups

Yes No

Would you be willing to:

How would you rate your fitness or ability for walking distances, hiking, standing for periods of time?

Lead team building activities

Yes No

Lead Christian faith devotions

Yes No

DECLARATION: I have read, understood and agree with the Parent, Volunteer, Visitor and Contractor Code of Conduct.

Signature of Applicant

Date:

Volunteer Medical Form – CONFIDENTIAL

Only complete Volunteer Medical Form if attending an overnight camp, or excursion outside of the local suburban area of the campus. (It is compulsory to complete if attending excursion outside of local area).

The information provided by you in the Volunteer Medical Form will be protected according to terms expressed in our Privacy Protection Policy and used only for the intended purpose of providing appropriate care for you in the case of an accident or ill health, when attending an event in a volunteer capacity.

Name:		Date of Birth:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Medicare Number:		Expiry:	Do you have cover for any of the following?	
Emergency Contract / Next of Kin:		Ambulance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name:		Private Hospital	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Relationship to you:		Health Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mobile:	Phone:			
Medical History – do you suffer from any of the following conditions?				
Date of last Tetanus injection?		Sleepwalking	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Heart condition of any kind	<input type="checkbox"/> Yes <input type="checkbox"/> No	Migraine headaches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sight Impairment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Epilepsy	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you wear contact lenses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bleeding disorder	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hearing Impairment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Psychological conditions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you wear a hearing aid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you suffered any serious injuries in the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently taking any medications including antihistamines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If there is any information you would like us to know regarding your responses, please include here:

Do you suffer from any form of Asthma?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please complete the Asthma Management section</i>		
Do you suffer from any Allergies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please complete the Dietary Considerations section</i>		
Do you have any dietary considerations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please complete the Dietary Considerations section</i>		
I can hike between 8 to 20 kilometres per day:	<input type="checkbox"/> No	<input type="checkbox"/> With a struggle	<input type="checkbox"/> Comfortably	<input type="checkbox"/> Strongly
My level of swimming ability is:	<input type="checkbox"/> Poor	<input type="checkbox"/> Average	<input type="checkbox"/> Strong	

DECLARATION: The information provided on this form is complete and correct. I will notify NT Christian Schools if any relevant changes. I give permission for NT Christian Schools to pass this information to a third party (ie ambulance officer) to facilitate appropriate medical care. I understand I must provide my own required medications and that my medications need to be stored securely and not accessible to students. I give permission for NT Christian Schools to file a copy of this information on their data management system for use as intended to care for my wellbeing when attending an event in a volunteer capacity.

Signature of Volunteer

Date:

Volunteer Medical Form – Asthma Management - CONFIDENTIAL

Name: *If you have an Asthma Management Plan, please attach a copy.*

Preventer medication

Reliever Medication

Usual maintenance medication plan you follow to manage your asthma:

Medication treatment plan to be used during an asthma attack:

List any known asthma triggers you have experienced: **Have you had any significant asthmas in the past 12 months?**

Volunteer Medical Form – Allergy Management - CONFIDENTIAL

Name: *If you have an Allergy Management Plan, please attach a copy.*

What are you allergic to:

What are the signs and symptoms of your allergic reaction(s)

Usual maintenance medication plan you follow to manage your allergies:

Medication treatment plan to be used during an allergic reaction. **Have you had any significant allergic reactions in the past 12 months?**

Volunteer Medical Form – Dietary Considerations - CONFIDENTIAL

Name:

My Dietary Considerations are because of: Allergies Intolerances Personal beliefs or preferences

Gluten Free Dairy Free Nut Free Vegan Vegetarian Other (give details)

Office Use

Ochre card details verified and forwarded NTCS Ochre Card Register Monitor

Volunteer information reviewed for relevant event risk assessment & saved to volunteer's Compass profile and/or Event files.