

Responsibilities of Volunteer Form



Responsibilities of a Volunteer

Volunteers should be provided with:

- access to, or a copy of, the CEW child-safe policy and code of conduct information on the CEW policies and procedures
- induction and, where relevant, training
- copy of Responsibilities of Volunteer form
- information about communication lines within Catholic Education Wodonga
- appropriate occupational health and safety protection
- out-of-pocket cost reimbursement
- suitable assignment
- appropriate work area and equipment for the assignment.


Volunteers have a responsibility to:

- make an informed decision to work as a volunteer with Catholic Education Wodonga
- undertake work induction and training as required
- comply with the CEW child-safe policy and code of conduct
- work on tasks suitable to their skills and experience
- behave in an ethical manner
- keep CEW matters confidential, including those relating to students
- be committed to the CEW vision and principles of contemporary pedagogy
- inform the supervisor when unable to undertake or complete a task
- use appropriate information channels within CEW when needing information, support, back-up, supervision or review
- be aware of the limits of their role within CEW
- be aware of their duty of care to students
- comply with occupational health and safety policies and practices
- act as a member of the team
- maintain a Working With Children Check
- be aware of protocol when representing Catholic Education Wodonga.

Code of Ethics

While Council members are not representative of a particular community or group, they share responsibility for ensuring the successful functioning of the Council.

Council members act under delegation from the Canonical Administrator. They have a moral obligation to act in good faith. All incoming members are required to commit to ongoing compliance with the CEW Council Code of Ethics.



As a members of the Council I will:

- regularly attend and participate in Council and Committee meetings
- support colleagues on the Council through prayer, courteous and warm relationships and protection of good name and reputation
- acknowledge that the Wodonga Catholic schools operate as part of the educational mission and structures of the Catholic Church in the Diocese of Sandhurst
- become more knowledgeable about the mission of Catholic education and promote it within the Wodonga community
- engage in continuing education about the responsibilities of Council members
- not represent CEWC unless explicitly authorised to do so
- undertake the reading and preparation required for each meeting
- undertake committee work as required and able
- be loyal to Council decisions even when personally opposed to the final recommendations and decisions
- respect the confidentiality of all Council matters
- be alert to alternate solutions maintaining an open mind and a willingness to dialogue
- maintain appropriate boundaries between governance responsibilities and the Principals' management of the schools
- identify areas of conflict of interest for self or family where a material or pecuniary benefit may apply. Seek the advice of the Chair on whether disqualification from discussion and decision-making should occur.

I confirm that I have read and understand the responsibilities of a volunteer and code of ethics.

I acknowledge and accept that I have been engaged as a volunteer of Catholic Education Wodonga and that no payment will be made to me by Catholic Education Wodonga.

I understand and accept that Catholic Education Wodonga can cease the volunteering arrangement at any time.

Signature: _____

Date: _____



GUIDELINES FOR THE ENGAGEMENT OF VOLUNTEERS IN CATHOLIC SCHOOLS (ATTACHMENT 3)