



Volunteering Protocols for Moriah College

We have a long tradition of volunteers helping out at Moriah and we greatly value their contribution.

Volunteers play a vital role in enriching the learning experiences of our students, directly and indirectly, and we want you to feel welcomed and supported as an important part of our school community.

This information sheet outlines the requirements for volunteering at Moriah, as well as College procedures and protocols that you need to know when you volunteer.

Get involved

There are many opportunities to volunteer at the College, which accommodate different interests and varying levels of availability. These include, but are not limited to:

- class parents
- canteen duty
- camps
- excursions
- carnivals
- special events (e.g. Mothers'/Fathers' Day breakfast)
- Hamantaschen bake.

For a full, up to date list of volunteer opportunities currently available at Moriah and how to register your interest, please login to eLY and click on the [volunteer opportunities](#) tile on your dashboard.

What happens next?

Once you have identified your volunteering opportunity and contacted us, a staff member will brief you on their requirements and prepare the necessary materials for your arrival. Please familiarise yourself with our Work, Health and Safety policy, Community Code of Conduct and our Emergency Procedures, which will be made available to you by the relevant organiser of your volunteering activity.

Parking and access to the College

Parking on campus is limited and can therefore only be allocated in exceptional circumstances.

Please enter the College via Gate 2 on Queens Park Road or Gate 1 on York Road (Primary School entrance).

Pedestrian access through Gate 2 is restricted between 8:00-10:00am and 2:00-4:00pm on weekdays. Please use the York Road entrance during these times.

Sign-in procedures

Volunteers at the school are required to sign in at the school reception on arrival, receive and wear a visitor's badge, and return it as they sign out and leave the school.

A positive partnership

At Moriah, the values of kindness, commitment, respect, integrity and responsibility are at the core of everything we do, including how we build and develop positive partnerships with our volunteers.

We encourage you to bring your own unique personality and approach to different tasks and ask that you keep in mind the influence and impact that your words, actions and attitude may have on our students. It is important that our behaviours are those we want our children to mirror and that we reinforce the teaching of our College's values through our own actions.

With that in mind, to volunteer at the school, you must agree to:

- always respect our staff members' and students' rights to confidentiality.
 - things said by students and staff are to be treated in confidence: however, if you believe any issues raised with you or anything that you hear affects someone's safety or wellbeing, or requires action, please refer the matter to the College Vice Principal immediately;
 - if you feel someone is putting you in an awkward position and you are unsure how to respond to questioning about sensitive information or your opinion about school matters, please inform them of your respect for confidentiality and if necessary, raise the matter with the Head of School, College Vice Principal or HR Manager.
- report any inappropriate behaviour to a staff member, so that we can address it as early as possible;
- raise queries or concerns straightaway;
- report any incidents or injuries to a staff member immediately;
- not use the name or logo of Moriah College in publicity releases, promotional material or advertising without securing written consent from the Communication Manager.
- adhere to relevant College policies and the instructions provided and only introduce your own initiatives after first checking with relevant staff members and obtaining approval.

Folders containing hard copies of the Work, Health & Safety Policy, Code of Conduct, Emergency Procedures and relevant College policies are available to view via your Volunteer organiser or HR Officer, together with blank Volunteer Protocol forms to be signed.

The College Executive reserves the right to terminate any invitation to a person to assist the school as a volunteer if there is a breach of policy or if these expectations are not met.

Do I need a Working with Children Check (WWCC)?

We require all our volunteers to obtain a WWCC clearance prior to volunteering at the school, to ensure the safety and wellbeing of our students.

A WWCC clearance is free for volunteers and lasts for five years. The process is a simple [online application](#) followed by a visit to your nearest NSW Service Centre to present your identity document.

Ideally, you will renew your WWCC clearance as it expires. If it has expired, you should cease your engagement at the College until you have renewed your WWCC.

Any person who becomes a 'Prohibited Person' must immediately inform the College HR Manager and immediately cease their volunteer engagement with the College.

Primary School Excursions

In the Primary School any parent or grandparent who accompanies students on Primary School Excursions must have completed a PSG training session with Linda Tate.

Insurance

Insurance cover is provided for voluntary workers. However, this is subject to the volunteer being recorded as an authorised volunteer with the school. To be covered, you must follow the sign-in procedures detailed above.

Cancellations and changes

If for any reason your help is no longer needed or plans change, we will endeavour to give you as much notice as possible. A staff member will give you at least 24 hours' notice regarding any changes.

Conversely, please let us know, as soon as you can, if you are no longer able to assist with an activity, so that we can find a suitable replacement in time.

Thank you for your interest in volunteering at Moriah. We hope this information has helped you to feel comfortable and confident about volunteering with us.

If you have any questions that have not been answered, please do not hesitate to contact the College's P&F & Community Relations Support Officer on 9375 1600.

Acknowledgement / Statement of Understanding

I, _____ (insert Full Name)

of, _____ (insert Address)

being a volunteer at Moriah College hereby ACKNOWLEDGE that I:

- have received and read the above Volunteering at Moriah College Protocols;
- have familiarised myself with the College's Work, Health and Safety Policy; Community Code of Conduct and the College's Emergency Procedures Policy;
- agree to adhere to all relevant College's policies; and
- have a Working with Children Check (WWCC).

Signed: _____ (insert signature)

Contact Details:

Mobile: _____

Home: _____

Email: _____

This page is to be completed and returned to Fiona Martinez, HR Officer within seven days of commencement as a Volunteer with the school.