

Volunteer Statement of Responsibility – Event Convenor

(e.g. Trivia Night, Long Lunch, Disco)



Volunteer Purpose Statement

Volunteers make a highly valuable contribution to our school community and we aim to provide our volunteers with meaningful opportunities to contribute to the life of the school.

Purpose of Position

The purpose of a volunteer Events or Fete Convenor is to manage the planning and delivery of a specific school-based event.

Volunteer Contribution

Under the direction of the relevant staff member undertake tasks such as:

- Engaging with P&F and/or school staff to plan and deliver the school-based event
- Project manage the planning and delivery of the school-based event
- Ensure the risk assessment is completed prior to event
- Further directions may be undertaken depending on the event

Volunteer safeguarding responsibilities

All volunteers must adhere to the Volunteer and Other Personnel Code of Conduct and the following standards of conduct in the course their engagement as a volunteer.

DO

- Promote the best interests and human rights of children and young people.
- Treat all children and young people with dignity and respect.
- Respect the diverse backgrounds, characteristics and beliefs of children and young people.
- Create environments that are inclusive and culturally safe for all children and young people.
- Listen and respond to the views and concerns of children and young people.
- Maintain proper personal and professional boundaries with children and young people.
- Respect and protect the privacy of children and young people.
- Actively manage risks to the safety and well-being of children and young people.
- Promptly report all abuse concerns, disclosures, complaints and incidents.
- Take prompt action to ensure the safety of a children and young people who may be at risk of abuse.

DO NOT

- Have unnecessary or unauthorised physical contact with a child or young person.
- Have unnecessary or unauthorised one-on-one contact with a child or young person (including online).
- Be excessively familiar or develop a 'special relationship' with a child or young person.
- Use abusive, obscene or sexual language towards or in the presence a child or young person.
- Show a child or young person sexual or pornographic images.
- Interact with children or young people while under the influence of liquor or drugs.
- Unlawfully supply a child or young person with liquor or drugs.
- Unlawfully disclose personal or sensitive information about a child or young person.
- Take or share images of a child or young person without full and proper consent.
- Unlawfully discriminate against a child or young person.

Working with Children Check Requirements

- All volunteers are required to hold a valid Working with Children Card (Positive Notice blue card), unless they are exempt. A volunteer who is a parent of a child attending the school is exempt.

Approver: Margo Carwardine
St Peter Chanel School Principal

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