



# VILLANOVA COLLEGE VOLUNTEERING AGREEMENT

We are grateful for your assistance and contribution to our community. Villanova College is committed to maintaining a child safe environment at all times. A significant part of compliance in this area is the requirement of all volunteers to contribute and to understand the safety requirements of our community. We appreciate your generous contribution of time and support to our Augustinian community.

This Volunteering Agreement is between you, the Volunteer and Villanova ('the College,' 'we', 'us' or 'our'). This agreement sets out the terms and conditions of your Volunteering Agreement with the College. Villanova is pleased you have offered your volunteering services as a Volunteer Support or Volunteer Coach at our College.

Unless directed by an authorised Villanova employee in charge of the activity you are engaged with, it is your responsibility to travel and arrive at each of these sites on your own accord.

## Conditions of Volunteering Arrangement

As a Volunteer, you are not an employee of the College therefore you:

- agree that you will provide volunteering services without a remunerative salary for such services;
- are not eligible for any College employment benefits;
- acknowledge that an employment relationship with the College does not exist;
- will be required to comply with all College expectations, policies and procedures such as our Volunteering Induction and Registration process, Co-Curricular Policy, Student Protection Policy, Child Youth Risk Management Strategy and Privacy Policy, Dress Code;
- abide by the AIC and College Code of Conduct, Social Networking and Social Media Guidelines for Parents (and members of the community), Workplace Health and Safety Policy;
- understand your requirements under the Disputes and Complaints against Members of the Villanova College Community.

You are under no obligation to provide any volunteer services to the College and are free to discontinue volunteer activities at any time. The College may discontinue any volunteering agreement and/or arrangement at any time without cause or prior notice and at its sole discretion.

## Blue Card (Suitability Card)

This Volunteering Arrangement is subject to specific volunteering activities requiring you to hold, maintain and notify the College of a valid Blue Card (Suitability Card) to enable the fulfillment of certain volunteering activities.

## General Volunteers

If you are a parent of a current student and are volunteering in the Tuckshop, Library, Music and Instrumental areas during school time, you are **not** required to hold a Volunteer Blue Card.



## Co-curricular Volunteers

Co-curricular volunteer-based activities require Blue Cards given that often, these activities are off campus, can be outside of school hours and involve the volunteer providing student supervision without a Villanova employee overseeing the activity.

Regardless of whether you are a parent, it is an expressed condition of the Volunteering Arrangement that all individuals volunteering for any co-curricular activities (such as Sports Coaches/Managers, Musical and Drama productions) must at all times possess and hold a valid Volunteer Blue Card. Should at any time during this volunteering agreement and/or arrangement, the individual not possess a valid Volunteer Blue Card, the individual must inform the College immediately. If upon starting the co-curricular volunteering activities, you do not hold a valid Volunteer Blue Card, you must complete the appropriate online application form. It is the responsibility of each Co-curricular Volunteer to apply, obtain and maintain a Volunteer Blue Card. Failure to do so will inhibit your ability to provide co-curricular volunteering support to the College. Those who already have valid Paid Blue Cards will not be required to apply for a Volunteer Blue Card in addition to their Paid Blue Card.

## Expectations of Volunteers in a Catholic School

Villanova College is a Catholic School in the Augustinian tradition and is conducted in accordance with the teachings of the Catholic Church. As a member of the College community you are expected to:

- accept the Catholic education philosophy of the College;
- by your coaching, other volunteer support and by personal example strive to help students to understand, accept and appreciate Catholic teaching and values;
- avoid, whether by volunteering and support, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Augustinian community.

## Health and Safety

You are required to perform your volunteering activities in a safe manner, ensuring that you do not undertake any activity which may cause injury to yourself, Villanova employees, students, parents, third party stakeholders and your co-volunteers. This includes following health and safety guidelines and procedures as instructed by the Compliance Officer. Should you have an injury at the College or at an offsite event, or see damaged equipment, you must immediately advise a supervising Villanova employee. Villanova has a duty of care to all of its stakeholders when onsite or representing Villanova offsite at events. If you have a pre-existing illness or injury that might be adversely affected by the nature of the proposed volunteering duties (including the tasks you will be required to do), it is in your interest to disclose the existence of such injury or disease under the Workers' Compensation and Rehabilitation Act 2003.

## Privacy/Confidential Information

During the course of your Volunteering Arrangement you may have access to confidential information. The College's affairs are to be treated as confidential and are not to be discussed or disclosed to unauthorised persons or entities. This especially relates to personal information of students and their families. You undertake to preserve this confidentiality at all times, even after the completion of your Volunteering Arrangement. Confidential information also includes but is not limited to, information about the College's commerciality and business dealings.

You are required to immediately notify the Compliance Officer of any instance of unauthorised use or disclosure of confidential information that comes to your attention.



## Social Networking and Social Media Guidelines

You must adhere to the Terms of Use of the relevant Social Media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment, others applicable laws and College policies. You must ensure that you do not use or disclose any confidential information, post or repost to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a court suppression order, or is otherwise unlawful. Child protection protocols must always be observed when engaging in Social Media.

Volunteers should never discuss sensitive College matters with other parents using social media platforms such as Instagram, Snap Chat, Facebook, blogs and other social media outlets. As noted above, when posting, even on the strictest privacy settings, parents should act on the assumption that all postings are in the public domain.

## Use of Personal Mobile Phone Device

You agree to use your personal mobile phone device to communicate with any Sports Coordinators or Villanova College stakeholders. You understand that through the use of your personal mobile phone device throughout your volunteering term, that the College's data (such as staff details, or your phone number being published as a contact) may become co-mingled with your personal data. You agree not to use your mobile device for College purposes in a manner that is unlawful or unsafe, including, but not limited to violating the terms of this agreement, where privacy, student protection and our Code of Conduct is concerned. This means you are aware of your privacy obligations regarding contacting Villanova College students. Intellectual Property You are not authorised to act in any way on behalf of the College in business matters, including purchasing property, signing contracts, leases or other agreements otherwise attempting to bind the College to any agreement.

## Governing Law of the Volunteering Agreement

### Agreement Acceptance

This Volunteering Agreement will be governed by and interpreted in accordance with the laws of the State in which the Agreement is made and accepted by both parties. Villanova College reserves the right to change and amend this agreement at any time, in-line with governing jurisdictional legislation and Villanova's business requirements.

By selecting the acceptance box on the Volunteer Registration form, you acknowledge and agree to the terms within the attached Volunteering Agreement.