Volunteers have a special and deeply valued place in our schools and assist in many ways. To assist our volunteers to provide exceptional care for all students, NT Christian Schools has developed some simple guidelines for volunteers. Please take some time to read through and consider the following to ensure your experience as a volunteer is safe and enjoyable.

Good volunteers:

- Are proactive in ensuring the safety and wellbeing of all of the students.
- Recognise that the supervising teachers are the ones responsible for the class and happily take direction from them.
- Work on specific tasks designated by the teacher as their assistant.
- Willingly and enthusiastically participate in all activities while they are assisting.
- Always remain highly visible while interacting with students.

Please do not:

- Discipline students.
  - Although you may need to intervene if it is an issue of immediate safety.
  - Teachers will value your observations if shared directly with them.
- Speak about students or any in-class observations to anyone other than the appropriate college staff.
  - You will be privy to confidential information that should not be shared outside the context of the professional College staff, or it becomes gossip.
- Engage in distracting conversations
  - in the room or within view or ear-shot of the room with other volunteers and or other persons which do not pertain to the immediate task at hand.

Volunteer Agreement:

- I will be proactive in ensuring the safety and wellbeing of myself and all of the students;
- I am prepared to take direction from the supervising teachers and will assume a general supervisory role, if not allocated a particular task;
- I will display a willing and enthusiastic approach to all activities;
- I will remain highly visible while interacting with students;
- I will not bring or consume any alcohol while on campus; or on camps or excursions
- When acting on behalf of the schools as a volunteer, I will only drive a vehicle with students in it where I have been expressly requested to. I will provide a copy of my licence to the school and will drive in a safe and legal manner;
- If I am in a situation where I am concerned about the behaviour or welfare of a student, I will communicate my concerns to the supervising teachers, rather than administer any consequences myself.

Please note: All areas across NT Christian Schools are smoke-free zones. This means there is a blanket ban on all smoking, which applies to staff, students, parents, visitors, tradesmen or anyone visiting the site.
Safety and Wellbeing

Screening
NT Christian Schools is required to ensure that all volunteers, contractors and anyone else involved in child related activities are **appropriately screened** in accordance with all legal requirements:

All volunteers at NT Christian Schools are required to have a current **Working with Children Clearance**.

A Working with Children Clearance can be obtained from the following locations:
- SAFE NT: Ground Floor, 77 Smith Street (Chinatown Car park Building), Darwin NT
- Territory Business Centres (TBC)

**Boundaries with students**
Volunteers are responsible for maintaining professional boundaries with students in all environments, including any online interaction through social networking or other sites or using other communication media including telephone, SMS and chat.

For more information on boundaries with students and other staff/student interaction policies please do not hesitate to ask your Principal.

**Reporting suspected abuse or neglect**
By law, all adults in the Northern Territory **must** report any instance where they reasonably suspect child abuse or neglect. Reports are to be made to the NT Department of Children and Families, or to the Police.

If, as a volunteer, you develop a concern or suspicion about child abuse or neglect of a student you are strongly encouraged to go immediately to the Principal of the school so they can support you in understanding and fulfilling your legal obligation

*The NT Christian Schools Mandatory Reporting Policy details this further and is available from your School Office.*

**What do I do in the case of an Accident or Incident occurring?**

Please contact the School office:
- If you are hurt;
- If you witness an accident or incident occur.

You may be required to complete an Accident/Incident notification form.

The NT Christian Schools Reporting and Investigating Incidents Policy is available from the school office should you desire a copy for your information.