



Volunteer Guidelines and Confidentiality Declaration



Vision, Mission & Core Values

Vision

Our Vision at Dale is to offer affordable, quality education within the framework of a Christ-Centred Biblical World View as we strive to equip our students with skills and strong values that encourages them to pursue excellence in all areas.

Mission

Every student at Dale Christian College will clearly hear the claims of Christ on their life through management, curriculum and teaching practices and see the love of God at work in the College community.

Core Values

At Dale Christian College, our focus is on digging wells of wisdom and truth instead of building fences of exclusion. As staff, we pledge to infuse Christian principles into our activities and educational approaches, aiming to illuminate Christ's light in our community by embodying our core values in practical ways.



Honouring God and the Bible

- We commit to centering our practices and teachings on a Christ-focused biblical worldview. Our reverence for God and His Word permeates our daily devotions and curriculum. We work towards cultivating a community that seeks to Glorify God in all things.
"Love the Lord your God with all your heart and with all your soul and with all your strength." (Deuteronomy 6:5)



Respect: Others & Ourselves

- Respect is crucial in our college community, mirroring God's view of each individual as His beloved creation. Shown through courteous communication and acknowledging inherent value, we foster a Christ-centred, nurturing environment.
"So, in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets." (Matthew 7:12)



Stewardship & Responsibility

- We instill responsibility in our students through the care of College resources and personal belongings. Leadership roles and community service opportunities foster a sense of duty and environmental responsibility, aligning with our commitment to stewardship of God's creation.
"Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much." (Luke 16:10)



Justice & Mercy

- Our College maintains just rules and consequences, echoing Jesus' teachings of justice and mercy. We inspire students to pursue fairness and exhibit compassion in their interactions, cultivating a community that values both justice and forgiveness. Students are encouraged to act justly, love mercy, and walk humbly with God.
"He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God." (Micah 6:8)



Pursuing Excellence

- At Dale Christian College, excellence transcends academics, focusing on personal growth in line with Christian teachings. We celebrate progress, embrace a growth mindset, and view mistakes as learning opportunities, encouraging efforts as if serving the Lord.
"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving." (Colossians 3:23-24)

Purpose

The contribution of parents and other community members in providing various forms of assistance to enrich the educational program of the College is encouraged. We believe that volunteers can make a significant contribution to the College community by giving their time and sharing their skills and expertise with others.

It is important to support volunteers as well as provide clear guidelines for the conduct of volunteers.

Definition

A volunteer is a person who offers services for any activities related to Dale Christian College but receives no remuneration or reward from the College for the services provided. Volunteers may be parents, guardians, or relatives of a student. At Dale, this policy would therefore apply to those who offer to help voluntarily in the canteen, uniform shop, excursions, incursions, overnight camps or other College events.

Legislative Context

The Working With Children Check (WWCC) is a compulsory screening strategy in Western Australia for people who engage in certain paid or unpaid work with children, described as “child-related work” under the [Working with Children \(Criminal Record Checking\) Act 2004](#).

Working with children Check cards are to be provided by anyone over the age of 18 who is not a parent of a student at the College.

Please visit the Working with Children website <https://workingwithchildren.wa.go.au> to download the relevant form or if you require further information. An application can also be obtained from an authorised Australia Post outlet.

Who Needs a Working With Children Check

Needs a WWCC	Does not need a WWCC
Parents volunteering on overnight camps	Parents volunteering at a school where their child is enrolled
Parents participating in student billeting programs	Visitors to schools that are not working (for example, people picking up children after school)
People volunteering on overnight camps	Volunteers under the age of 18 years
Volunteers participating in billeting programs	Students on unpaid placement who are under the age of 18 years
Volunteers whose duties of work involve, or are likely to involve contact with a child	Short-term visitors to Western Australia, only for 2 weeks after their arrival in WA and for no more than 2 weeks in a 12-month period
Grandparents volunteering in schools – unless they at law have responsibility for the long-term care, welfare and development, or the day-to-day care, welfare and development of the child	Employees at excursion venues who are not working specifically with children (for example, a café or gift shop attendant)
International visitors who want to volunteer at a school to work with children	Contractors working on school sites but do not require contact with children to do their job (for example, plumbers or electricians)
External providers providing a service to children on school premises (for example, a specialist sports coach, dance group or science presenter)	Employers of children, and people who work alongside children as fellow employees, unless otherwise doing child-related work
Contractors attending a particular school regularly who become known to the children and are considered to be part of the fabric of the school.	

Volunteer Engagement & Child Safety Guidelines

At Dale Christian College, a volunteer's primary responsibility is their duty of care to children. We warmly welcome parent helpers and volunteers, as we strive to foster strong relationships between the community, home, and College. Your involvement is vital to enhancing the educational experience and life of our college.

The safety and well-being of all students is our top priorities. To ensure this, we have established Volunteer Guidelines and a Confidentiality Declaration. These measures are in place to protect our students and create a secure environment for their learning.

We encourage parent helpers and volunteers to work in classrooms under the close guidance of the class teacher. Any support you offer, provided it is pre-arranged with the teacher, is highly valued and greatly contributes to the educational development of the children in our care. Volunteers are also needed in the canteen, uniform shop, on excursions, incursions, and overnight camps.

We recognise that our parent helpers and volunteers bring a wealth of diverse experiences and skills. If you have any special interests or talents, please share them with us, as we are eager to incorporate them into our classroom activities.

Respecting the rights of children, means volunteers must not:

- Work unsupervised with students
- Be involved in toileting students or assisting with change rooms/sickrooms
- Have unsupervised contact with students during break times
- Encourage affection from or dependency in students e.g. by giving presents
- Have intentional physical contact with students, this includes picking them up, hugging them or having them sit on laps (the supervising teacher should provide comfort/first aid to a distressed student)
- Display bullying or intimidating behaviours towards students.
- Initiate out of hours contact

When congratulating or encouraging students, appropriate physical gestures include:

- A handshake
- A high-five
- A pat on the shoulder
- An elbow bump (if preferred)

Volunteer Policy Guidelines

Thank you for your interest in becoming a parent helper or volunteer at our college.

To ensure a positive and productive experience for everyone involved, we ask that you adhere to the following guidelines:

- **Permission from the College:** All volunteers must ensure that they have the permission of the college to undertake activities at the college.
- **Notification of Absence:** If a volunteer is unable to conduct a planned activity, they should notify the college as soon as possible so that an approved replacement can be identified, or the activity can be cancelled.

Additional Guidelines

- **Sign In and Out:** Check in at the front office before entering your volunteer area and sign out when leaving the college grounds.
- **Prioritize Student Welfare:** Always act in the best interest of students, their families, and staff members.

- **Collaborative Approach:** Work cooperatively and positively, taking responsibility for your assigned tasks.
- **Use Respectful Communication:** Employ courteous and appropriate language in all interactions, both written and verbal.
- **Maintain a Safe Environment:** Refrain from any behaviour that could be considered harassment or discrimination.
- **Follow Safety Protocols:** Comply with the college's First Aid and safety management procedures.
- **Report Concerns:** Direct any student concerns or behaviour issues to the teacher or line coordinator.
- **Encourage Individuality:** Avoid comparing children and their work; support each child's unique progress.
- **Respect Privacy:** Do not read any child's communication book or diary.
- **Limit Parent Interactions:** Refrain from texting or approaching the parents of children you assist after your volunteering session.
- **Provide Equal Attention:** Strive to give all children equal time and attention whenever possible.
- **Promote Independence:** Encourage children to try tasks on their own before offering assistance.
- **Safety First:** Do not lift, carry, or move a child in any manner.
- **Social media:** Do not post any comments or photos of children from the college on social media platforms (e.g., Facebook, Instagram, TikTok).
- **Phone Use:** Keep your phone in your bag on silent mode during your volunteer time, when appropriate.
- **Dress Appropriately:** Wear suitable clothing and footwear for the volunteering environment.
- **Food Sharing:** Do not share food with any children.
- **Medication Policy:** Do not administer or provide any medication to children at any time.
- **Understand Your Role:** Be aware that you may not always be working with your own child.

Thank you for your cooperation and support in creating a safe and nurturing environment for all students.

Your dedication is greatly appreciated!



Volunteer Procedure

To ensure a safe and effective volunteering experience, all prospective volunteers must complete the following requirements and submit the necessary documents before participating in any College activities.

Required Documents

✓	Document	Details
	Completed Volunteer Guidelines and Confidentiality Declaration	Acknowledges understanding of volunteer responsibilities and commitment to confidentiality.
	Completed Volunteer Information Form	Provides necessary personal information to the college for volunteer records.
	Copy of WWCC Card	Proof of Working with Children Check (WWCC) to ensure compliance with child safety regulations.
	Safety Induction Form	A mandatory form that ensures volunteers are informed of safety protocols and procedures.
✓	Canteen Specific Requirements	
	Foodcore Nutrition Services Inc. (Free online course with a unique code provided by the Canteen)	
	Foodcore Nutrition Services Inc. All About Allergens Training (Free online course focusing on food allergens)	

Notes:

Documents are available at the College reception.

Once the signed document is received, a copy will be emailed to you.

By following these guidelines and submitting the required documents, volunteers will contribute to a safe and supportive environment for all students. Thank you for your commitment to enhancing our college community!

References

AISWA

Department of Education WA (WWCC)

Safety Induction form

Please make yourself aware of any students in your class or that you tutor as to if they have any 'life threatening' conditions, eg EpiPen for allergies, seizures, diabetes. Your teacher should be able to supply you with that information. A display board in the staff room is also available.

All Primary student medication is kept in their classroom.
All High School student medication is kept in Student Services.

Emergency Procedures

An EMERGENCY alarm will sound followed by instructions over the PA.

Fire – evacuate and make your way to the NEAREST assembly point. (Either on the grassed area by the basketball hoop next to High School OR to the Oval, beyond the double gates).

Bush Fire – evacuate to the Gym (make sure doors and windows/louvres in gym are closed if you are first to arrive).
Once you have handed students over to Form teacher or if you are NOT in the act of teaching, report immediately to Student Services.

Lockdown – Discreet – (danger involving other persons e.g. gun/knife/fight). An announcement will be made over the PA "attention all staff could **MR LOCK** report to....." **The location for Mr Lock to report to is where the incident is taking place.** MR LOCK means, lock your classroom door, turn out the lights and get students out of direct sight of windows as best as possible, (Under desks or against outside walls of the classroom). If you are not in a classroom at the time of the announcement, go to the CLOSEST classroom, use your key to enter and make sure you lock it behind you again.

Non-discreet – (such as a dog loose on premises) an announcement with instructions will come over the PA.

HAZARDS

If you see a hazard and can remove the danger immediately, do so, if not, place a sign/cone by it to alert others and advise maintenance personnel or Administration.

FIRST AID

All staff in the College are required to have a current First Aid Certificate, you can call upon any of them in the case of an emergency or injury that you are not confident to deal with.

FIRE EXTINGUISHERS

Fire extinguishers are placed in numerous areas around the College and are area specific for the types of fire that may occur. All staff in the school are required to complete a Fire Safety Awareness Certificate and should be able to assist if you are unsure.

ACCIDENT/INJURY FORM

Any accident/injury/near miss **must be reported** to the WHS Coordinator via the appropriate form, these can be obtained from Administration. The form must be submitted within 24hours of the incident or in the case of a head injury, by the end of that working day.

Bev Petersen
WHS Coordinator

Confidentiality Agreement

When undertaking the various roles or jobs at the College, we ask you to be aware of the following guidelines regarding confidentiality.

- All children’s classroom work, records, results, behaviour, special needs, and health/medical conditions are highly confidential and must not be discussed or referred to with any other person except when speaking with the teacher or education assistants about the role or support you might be providing in the classroom. Discussing children with other parents and community members is not permitted at any time.
- Events and serious incidents do occur from time to time in school. The circumstances of these situations and the actions taken by the college are best explained to the parents and the community by the college administration. If you are concerned by what you see or hear in the college, we appreciate you discussing this with the staff member you are working with and/or the principal. False or misguided information can seriously affect a school’s reputation, and more importantly the incorrect perception of an individual student, and it is important that the college handles incidents in a considered and careful manner. You are not permitted to discuss any events or serious incidents outside of the classroom and social media is not to be used to voice your opinion. These will be considered as breaches of the volunteer guidelines.
- You may be informed by a student or have access to information about a child’s health background or family situation, which is of a sensitive nature. This is privileged information and must not be shared with any other person outside the college. If you feel the information, you receive has the potential to place a child at risk you have an obligation to discuss the matter with the staff member, teacher and/or principal.

Please sign and return the form to Reception, to acknowledge that you have read and understood the Volunteer Guidelines. You will not be permitted to volunteer in the classroom until you have signed both this form and the Confidential Declaration form on page 9 of this package.



Dale Christian College *Volunteer Guidelines and Confidentiality Form*

I _____ have read the college’s guidelines (above) on volunteers and understand the need for confidentiality when working with children within the college. I will adhere to the guidelines at all times and understand my responsibilities within my role.

Signed

Date

Principal

Date





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