

Volunteer Guidelines

Thank you for your willingness to share your
time, enthusiasm, and skill!

Every year College parents and community members contribute thousands of volunteer hours. Your efforts and the efforts of your fellow volunteers, help make our College the exceptional place that it is!

Because the education and well-being of every student at Northside is close to our hearts, we invite you to read the following guidelines so together we will ensure the utmost care for every child throughout their entire educational journey with us.

Ambassador for the College

As a Northside volunteer, you not only serve the needs of the pupils, you also provide an important link between the College and the wider community. The students, their parents and the community will view you as a representative of the College. They will pay close attention to what you say about the staff and the educational programs.

As a volunteer, your experience will enable you to share the many positive things that students and staff are doing. We thank you for faithfully accepting this role as an ambassador for the College.

Confidentiality

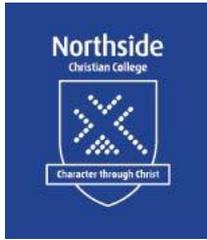
Volunteers are asked to consider CONFIDENTIAL whatever they may see or hear while fulfilling their duties in the College. This would include discussing a student's behaviour or progress with his or her own parents. The students and staff need to know they can trust you.

College Staff Responsibilities

Volunteers are an important part of the educational team at Northside. The suggestions and opinions of volunteers are always valued. A Northside volunteer appreciates that staff members have a special duty of care for students that cannot be delegated or transferred to others. It is the professional staff member who is held responsible for the decisions that are made regarding the instruction of students and the management of College life. For this reason, volunteers always work under the supervision of the professional staff.

Student Discipline

Our College has detailed discipline procedures and programs which have been formulated through extensive research by a prayerful collaboration of our pastoral and professional staff. Therefore, the responsibility of student discipline rests with our College staff. Please make the teacher/ staff member aware of any discipline problem that might arise while you are working with a student or performing a task assigned to you. Volunteers are not to discipline students.



Dress and Conduct

Take your lead from the College Staff and dress appropriately for the tasks you are participating in. We ask that your attire be neat and appropriate. Keep in mind that you are in a position to set a positive example for students. Accordingly, your appearance and behaviour should attract no undue attention. Your speech and behaviour should serve as good models for the students. Physical contact with students is not advised.

Dependability

Please be prompt and consistent. We know there will be times when you may be unable to meet your volunteering commitment for good reason. However, please endeavour to let a staff member know as far in advance as possible. Remember, the teacher will be expecting you on the days you are scheduled to volunteer and so will the students.

Mobile Phone Etiquette

Please put your mobile phone on silent mode when working on campus. Ringtones and phone conversations are disruptive to the learning environment and may distract you from fulfilling your set task, sending a message to College students that your time with them is not the priority.

Child Safety

Creating a safe environment is a top priority at Northside Christian College. We need every person involved in the College to support this important goal. To assist in this regard the Child Protection Policy is available on the College website.

Blue Card Requirements

A Volunteer Blue Card is required by all volunteers except for College parents, as per the Blue Card website:

<https://www.bluecard.qld.gov.au/volunteers/SchoolsEmployeesotherthanteachersandparents.html>

Volunteer Induction

Volunteer induction takes place with the relevant staff member who is leading the activity (field trip, reading group, café, etc).

Your contribution to College Life is truly valued and we thank you for partnering with us!