



VOLUNTEER ROLES AND RESPONSIBILITIES WHEN ATTENDING CAMP AGREEMENT

1. A current National Police Certificate is to be obtained and a copy to be provided to the Deputy Principal, minimum, 1 week prior to attending camp. See *Appendix 1*
2. No alcohol to be consumed on the camp.
3. No smoking at camp.
4. Manage students always with dignity and respect.
 - 4.1 Respect children's right to privacy, never enter a room or tent where a child may be changing clothes or may not be fully dressed.
 - 4.2 Make sure you are never alone with a child, especially in dormitories, rooms or tents. It is advisable to tell another adult member where you are and that your group is supervised. If a situation arises when you are talking one on one with a child, ensure that you are in a public area and can be seen by others.
 - 4.3 Do not touch children unless required to do so in order to fulfil your duties and there is another adult present, i.e. assistance with putting on safety equipment should still be kept to a minimum. Avoid hugging, piggybacks, play fights, sitting on lap, etc. or any other physical contact.
 - 4.4 Please respect student privacy when showering etc. Teachers and helpers need to have at least one other helper assisting if required in the shower area.
5. Refer any concerns or queries (medical, emotional, social, and behavioural) to teaching staff.
6. Please ensure there is no physical contact between boys and girls.
7. Behave as a positive role model at all times.
8. Promote safety, participation, welfare, wellbeing and empowerment of all children.
9. Be sensitive to students' cultural requirements and needs.
10. Help provide a safe and supportive environment for all individuals (students and adults) to interact and socialise.
11. Do not engage in or tolerate bullying, humiliating, or vilifying of a child, either by adults or other children.
12. Do not take or publish, photos, movies, or recordings of a child without parental/carer consent.
13. It is important to know which children are in your group and keep check that they are where they need to be at all times.
14. Remind children to be polite and listen to and follow instructions.
15. Limit the use of your mobile phone. It is not necessary for you to send text messages to update parents on the wellbeing of their child.



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I, _____, agree to abide by the **Parent Roles and Responsibilities Agreement when attending Camp.**

Signature: _____

Date: ____ / ____ / ____

Please return the completed slip to the Classroom Teachers prior to attending camp.



APPENDIX 1 NATIONAL POLICE CERTIFICATE

A National Police Certificate can be obtained online by visiting the below website:

<https://www.police.qld.gov.au/corporatedocs/purchase/national-police-certificate/assets/pdf/ApplicantFAQ.pdf>

The cost for this National Police Check is \$58.50 (as at 1/7/17) and is payable at the time of application, this will be reimbursed to you once a receipt has been provided to the Business Office.

Please refer to this website and visit the FAQ's PDF for any questions you may have in relation to this certificate. From this form the following information is provided to you as a guide.

- Applications can take up to **20 Working days to process. Please allow time to receive your certificate prior to attending camp.**
- Online applications with no further investigation can be delivered in minutes.
- In person applications or those which require postage with no further investigations can be delivered in **5-10 working days.**
- You must provide ID when making an application.